

## **Agenda**

1. MEETING CALL TO ORDER
  1. Reading of Public Meeting Notice
    1. Open Meetings Act
  2. Roll Call
  3. OATH OF OFFICE
  4. BOARD REORGANIZATION
    1. ELECTION OF PRESIDENT
    2. ELECTION OF VICE PRESIDENT
    3. ELECTION OF SECRETARY
    4. ELECTION OF TREASURER
  5. Consent Agenda
    1. Additions/Deletions and Agenda Approval
    2. Consider Minutes of Previous Meeting(s) and Their Approval
    3. Consider Current Bills and Their Approval
    4. Consider Activity Accounts and Treasurer's Report
  6. Introduction of Guests; Invite Comments
2. OLD BUSINESS
3. NEW BUSINESS
  1. DISCUSS AND TAKE ALL ACTION NECESSARY ON BIDS TO TUCKPOINT AND PAINT THE SCHOOL
  2. CONSIDER TENTATIVE BOARD OF EDUCATION ANNUAL CALENDAR OF MEETING TOPICS
  3. CONSIDER APPOINTING VIRGIL HEINE AS AHERA REPRESENTATIVE
  4. SET DRIVER EDUCATION RATES FOR STUDENTS
  5. CONSIDER NEW HIRE
  6. CONSIDER ACCEPTANCE OF RESIGNATIONS
  7. APPROVE THE 3000 POLICY SECTION INCLUDING: 3001 BUDGET; 3002 DEPOSITS; 3003 BID LETTING AND CONTRACTS; 3004 PURCHASING; 3005 SCHOOL ACTIVITIES FUND; 3007 REVIEW OF BILLS; 3008 GIFTS, GRANTS AND BEQUESTS; 3009 AUDIT; 3010 INSURANCE; 3011 TRANSPORTATION; 3012 SCHOOL MEAL PROGRAM; 3013 EMERGENCY CLOSINGS; 3014 USE OF SCHOOL PROPERTY; 3015 TIME AWAY FROM SCHOOL ACTIVITIES; 3016 SMOKING; 3017 PRESS RELEASES; 3018 DENIAL OF ACCESS TO SCHOOL PREMISES; 3019 SALE OR DISPOSAL OF SCHOOL PROPERTY; 3020 COPYRIGHT COMPLIANCE; 3021 OPERATION OF SCHOOL BUSINESS OFFICE; 3022 VOLUNTEERS; 3023 ELECTRONIC RECORDS MANAGEMENT; 3024 BOOSTER CLUB AND PTO POLICY; 3025 RETURNED CHECKS; 3026 HANDBOOKS; 3027 RESOLUTION OF CONFLICTS BETWEEN PARENTS OVER SCHOOL ISSUES; 3028 SEX OFFENDERS; 3029 DISTRIBUTION OF

FLYERS ADVERTISING NON-SCHOOL ORGANIZATIONS; 3030  
AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM; 3031 STUDENTS  
ELECTING TO ATTEND SCHOOL IN ADJOINING STATE; 3032 COPYING  
FEES FOR SCHOOL DISTRICT RECORDS; 3033 LENDI

8. SET RENTAL FEES
  9. DISCUSS ANY PENDING LEGISLATION
  10. FOUNDATION DONATION
  11. 50TH ANNIVERSARY PLANNING COMMITTEE
  12. STUDENT AND STAFF RECOGNITION
  13. BOARD MEMBER REPORTS
  14. ADMINISTRATOR'S REPORTS
4. ADJOURN

**2004  
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

I, ....., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Adopted on: \_\_11/14/2016\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

# CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue  
P.O. Box 187  
Utica, NE 68456-0187  
402-534-2321  
FAX 402-534-2291

Tim DeWaard  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Dean Davis  
Activities Director

Marni Parrack  
Elementary Principal

Bob Fish  
Counselor

John McClarnen  
Special Services

## CENTENNIAL BOARD OF EDUCATION REGULAR MEETING December 12, 2016

Notice of meeting was published in York News Times on November 26, 2016.

Meeting was called to order at 8:00 p.m. with four board members present. Cast was absent and Avery arrived at 8:48 pm. Administrators present were Mr. DeWaard, Mr. Bargaen, Mrs. Parrack and Mr. McClarnen. Guests were Doug Cast and Preston Stuhr.

In lieu of dissent, the consent agenda was accepted as presented.

Mr. McClarnen presented information on the Special Education "State of the Program" report.

Discussion was heard on curriculum changes.

Motion made by Tonniges, seconded by Heine, to approve courses for horizontal movement for Jacob Polk. Members polled: Avery, absent; Cast, absent; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 4-0.

Travel arrangements were discussed for National School Board Conference.

Motion made by Richters, seconded by Heine, to recognize the CEA as the bargaining agent for the teachers for the 2018-2019 school year. Members polled: Avery, absent; Cast, absent; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 4-0.

Motion made by Paxson, seconded by Richters, to authorize the superintendent to hire an additional elementary teacher. Members polled: Avery, absent; Cast, absent; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 4-0.

Reviewed the 3000 Policy Section.

50<sup>th</sup> Anniversary Planning Committee had their first meeting December 5<sup>th</sup> and will meet again in January.

Motion made by Paxson, seconded by Tonniges to commend Garrett, Richters, Allison Hottovy and Shiloh Richters on placing 3<sup>rd</sup> out of 118 teams in the Satewide Econ Challenge. Members polled: Avery, for; Cast, absent; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 5-0.

Heard board member reports.

Heard Administrator's reports.

Discussion held on Superintendent's evaluation.

Motion made by Heine, seconded by Tonniges, to approve rolling over Mr. DeWaard's contract through 2018-2019. Members polled: Avery, for; Cast, absent; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 5-0.

Meeting adjourned at 10:26 p.m.

Jodi Cast, Secretary  
Centennial Board of Education

JC:mr

## Board Report for Newspaper

JANUARY 2017

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
ACCU TRAIN	FEES	149.00
AGIREPAIR	HARDWARE	79.00
AMAZON.COM	TEXTBOOKS	340.94
ANDERSON AUTO GROUP	REPAIRS	1,710.51
APPLE	SUPPLIES	579.00
APPLIED PRACTICE, LTD	TEXTBOOKS	40.00
AUTO VALUE PARTS STORES	PARTS/SUPPLIES	187.41
AWARDS UNLIMITED	SUPPLIES	30.05
BARTH, BARBARA	TeamMates	151.42
BEAVER HARDWARE	PARTS	349.45
BLACK HILLS ENERGY	FUEL	13,819.45
BUTLER COUNTY CLERK	ELECTION FEES	100.00
CAPITOL ONE COMMERCIAL	SUPPLIES	207.14
CDW GOVERNMENT, INC	SUPPLIES	4,365.00
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	3,238.60
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	10,059.15
CENTRAL VALLEY AG	FUEL	4,056.99
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	570.42
CULLIGAN OF CRETE	SUPPLIES	272.50
DAS STATE ACCOUNTING	TELEPHONE	238.96
DAVID CITY PUBLIC SCHOOLS	PSYCH SERVICES	4,618.71
EASY TIME CLOCK, INC	FEES	63.75
ESU #6	CONTRACTED SERVICES/SUPPLIES	4,129.99
ESU 10	WORKSHOP FEES	314.30
FASTENAL COMPANY	SUPPLIES	978.31
FEHLHAFFER'S INC	PARTS/MAINTENANCE	23.57
FILTER CARE OF NEBRASKA	SUPPLIES	23.80
HAFER, SHERYL	REIMBURSEMENT	7.50
HARLEY, ANNE	REIMBURSEMENT	128.52
HEARTLAND SCENIC STUDIO, INC	CONTRACTED SERVICES	1,274.17
HENRY, SHANNON	CONTRACTED SERVICES	6,705.55
INSIGHT PUBLIC SECTOR, INC	COMPUTER HARDWARE	2,139.58
J.W. PEPPER & SON, INC	SHEET MUSIC	106.74
JAYMAR BUSINESS FORMS INC	SUPPLIES	149.01
KING'S GLASS	GLASS	120.00
KONICA MINOLTA BUSINESS SOLUTIONS	EQUIP MAIN	1,444.73
KSB SCHOOL LAW	LEGAL SERVICE	831.66
MATHESON TRI-GAS INC	SUPPLIES	454.88
MCCORMICK'S HEATING & AIR CONDITIONING	MAINTENCE	1,888.74
MEAD LUMBER - YORK	SUPPLIES	141.18
MEMORIAL HEALTH CARE SYSTEMS	PHYSICALS	560.00
MIDWEST SEAMLESS GUTTERS	MAINTENANCE	78.00
MNJ TECHNOLOGIES DIRECT, INC	SUPPLIES	1,753.89
NABER'S LOCKSMITH SERV	REPAIRS/SUPPLIES	13.85

**Board Report for Newspaper**  
**JANUARY 2017**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>	
NANTKES, JENNIFER	CONTRACTED SERVICES	816.95	
NCS PEARSON INC	SUPPLIES	90.00	
NEBRASKA DEPARTMENT OF EDUCATION	STAFF DEV	100.00	
NECO	EQUIP MAIN	2,375.61	
OMAHA WORLD HERALD	ADV/PRINTING	375.00	
PAC N SAVE	FOOD/SUPPLIES	23.97	
PAYFLEX	FEES	118.80	
PIEPER PLUMBING & WELL DRILLIN	PLUMBING	180.00	
POLK, JACOB	REIMBURSEMENT	11.80	
POSTMASTER	PERMIT FEE	940.00	
POTTER REPAIR	REPAIRS	983.50	
PRESTO-X CO	EXT FEE	101.44	
PROVIDENCE WORKING CANINES	SERVICES	150.00	
READ TO THEM	REF BOOKS	1,087.75	
RECYCLING ENTERPRISES OF NE, INC	RECYCLING	40.00	
SEWARD COUNTY CLERK	ELECTION COST	563.54	
SEWARD COUNTY PPD	ELECTRICITY	8,454.51	
SLADKY, ASHLEE	REIMBURSEMENT	109.85	
TEACHING STRATEGIES, LLC	TEXTBOOKS	731.50	
TRUCK CENTER COMPANIES	PARTS	422.25	
UTICA PARTS & SERVICE	REPAIRS	604.17	
VERIZON WIRELESS	CELL PHONE	12.64	
VILLAGE OF UTICA	WATER/SEWER	1,308.82	
WALMART COMMUNITY/RFCSLLC	SUPPLIES	86.20	
WARM, MOLLY	REIMBURSEMENT	9.02	
WINDSTREAM	TELEPHONE	478.07	
YORK COUNTY CLERK	GENERAL ELECTION EXPENSE	367.16	
YORK GENERAL HOSPITAL	SERVICES	260.86	
YORK NEWS TIMES	ADV/PRINTING	75.29	
	<b>Fund Total:</b>		<b>89,374.12</b>
	<b>Checking Account Total:</b>		<b>89,374.12</b>

**BUILDING FUND**

King's Glass	\$3,398.00
Weathercraft Co. of Lincoln	803.34
Total	\$4,201.34

**CENTENNIAL ELEMENTARY ACTIVITY ACCOUNT**

Dec-16

<b>ACCOUNT</b>	<b>Nov-16 BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>Dec-16 BALANCE</b>
BOOKS	\$194.60	\$393.00	\$393.00	\$194.60
BOXTOPS	\$3,544.07		\$339.16	\$3,204.91
PICTURES	\$1,461.67			\$1,461.67
GENERAL	\$3,419.03	\$342.40	\$127.48	\$3,633.95
BACKPACK	\$12,170.78	\$150.00	\$112.60	\$12,208.18
READING CLASSIC				
<b>TOTAL</b>	<b>\$20,790.15</b>	<b>\$885.40</b>	<b>\$972.24</b>	<b>\$20,703.31</b>

**Elementary Activity Bank Balance: \$20,808.47**

**Outstanding Checks: \$105.16**

**Balance: \$20,703.31**

**Elementary Activity Savings Account \$2,961.68**

**Interest on Activity Savings Account \$1.49**

**Other**

**Total in Savings: \$2,963.17**

## December 31, 2016

	Dec. 1 Balance	Received	Expenditures	Jan. 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	\$12,517.97	\$3,206.00	\$2,070.10	\$13,653.87
BAND TRIP	\$16,100.68		\$5,856.35	\$10,244.33
BOOSTER CLUB	\$0.00			\$0.00
BOYS BASKETBALL	\$3,777.05	\$50.00		\$3,827.05
BRONCO STORE	\$1,317.04	\$437.88		\$1,754.92
C CLUB	\$419.02			\$419.02
CLASS '14	\$1,115.46		\$1,115.46	\$0.00
CLASS '17	\$1,060.54			\$1,060.54
CLASS '18	\$3,377.94		\$98.75	\$3,279.19
CLASS '19	\$0.00			\$0.00
CLASS '20	\$454.60			\$454.60
CONC. MAN	\$1,335.64	\$379.18		\$1,714.82
CONCESSIONS	\$34,993.40	\$5,152.00	\$2,942.19	\$37,203.21
CROSS COUNTRY	\$140.53			\$140.53
DANCE TEAM	\$1,776.24			\$1,776.24
DIST. EVENTS	\$7,752.48		\$720.37	\$7,032.11
DRAMA	\$7,720.49		\$295.00	\$7,425.49
FBLA	\$1,888.42		\$61.02	\$1,827.40
FCA	-\$39.95			-\$39.95
FCCLA	\$3,141.35	\$197.14		\$3,338.49
DISTRICT 2 FCCLA	\$35.89			\$35.89
FFA	\$22,178.48	\$213.00	\$8,744.00	\$13,647.48
FOOTBALL	\$1,957.84			\$1,957.84
GENERAL	\$7,211.41	\$72,746.90	\$73,084.07	\$6,874.24
GIRLS BASKETBALL	\$379.48			\$379.48
GOLF	\$10.22			\$10.22
INSTR.	-\$3,301.90	\$478.42	\$240.32	-\$3,063.80
JH GIRLS B-BALL	\$1,813.70			\$1,813.70
JH YEARBOOK	-\$52.77			-\$52.77
LIBRARY	\$736.10	\$7.99		\$744.09
MAT GIRL	\$1,700.43			\$1,700.43
NHS	\$40.10			\$40.10
ONE ACT	-\$25.54			-\$25.54
SCIENCE	\$390.81			\$390.81
SHOP/TECH	\$1,925.68			\$1,925.68
SHOW CHOIR	-\$1,587.04	\$1,060.62	\$60.94	-\$587.36
SOFTBALL	\$2,304.84			\$2,304.84
SPANISH CLUB	\$0.00			\$0.00
SPEECH	-\$427.50	\$25.00		-\$402.50
ST. COUN.	-\$390.96	\$218.45		-\$172.51
STUDENT FEES	\$0.00			\$0.00
TRACK	\$250.50			\$250.50
VOCAL	-\$3,020.96	\$600.00	\$1,649.41	-\$4,070.37
VOLLEYBALL	\$4,170.69			\$4,170.69
WRESTLING	\$5,502.16		\$2,785.60	\$2,716.56
WT. ROOM	\$3,692.66			\$3,692.66
YEARBOOK	-\$19,578.71	\$1,695.46	\$142.82	-\$18,026.07
	\$124,768.60	\$86,468.04	\$99,866.40	\$111,370.24
CENTENNIAL BANK BALANCE				\$117,805.81
OUTSTANDING CHECKS				\$6,435.57
OUTSTANDING DEPOSITS				
Total				\$111,370.24

Year To Date

	Sept. 1, 2016 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$0.00	\$0.00	\$4.09
ATHLETICS	-\$18,854.94	\$55,744.02	\$23,235.21	\$13,653.87
BAND TRIP	\$7,360.68	\$8,740.00	\$5,856.35	\$10,244.33
BOOSTER CLUB	\$11,000.00	\$8,200.00	\$19,200.00	\$0.00
BOYS BASKETBALL	\$19.84	\$4,616.71	\$809.50	\$3,827.05
BRONCO STORE	\$1,878.83	\$914.01	\$1,037.92	\$1,754.92
C CLUB	\$419.02	\$0.00	\$0.00	\$419.02
CLASS '14	\$1,115.46	\$0.00	\$1,115.46	\$0.00
CLASS '17	\$1,140.06	\$5.00	\$84.52	\$1,060.54
CLASS '18	\$3,513.29	\$109.05	\$343.15	\$3,279.19
CLASS '19	\$0.00	\$0.00	\$0.00	\$0.00
CLASS '20	\$0.00	\$454.60	\$0.00	\$454.60
CONC MAN,	\$188.08	\$1,526.74	\$0.00	\$1,714.82
CONCESSIONS	\$34,469.60	\$20,776.69	\$18,043.08	\$37,203.21
CROSS COUNTRY	\$450.30	\$20.00	\$329.77	\$140.53
DANCE TEAM	\$1,776.24	\$0.00	\$0.00	\$1,776.24
DIST. EVENTS	\$6,168.69	\$7,511.00	\$6,647.58	\$7,032.11
DRAMA	\$7,720.49	\$0.00	\$295.00	\$7,425.49
FBLA	\$1,001.24	\$1,833.82	\$1,007.66	\$1,827.40
FCA	-\$39.95	\$0.00	\$0.00	-\$39.95
FCCLA	\$2,797.73	\$1,275.27	\$734.51	\$3,338.49
DISTRICT 2 FCCLA	\$113.89	\$40.00	\$118.00	\$35.89
FFA	\$10,901.15	\$24,590.65	\$21,844.32	\$13,647.48
FOOTBALL	\$4,969.84	\$1,178.00	\$4,190.00	\$1,957.84
GENERAL	\$59,024.71	\$298,192.45	\$350,342.92	\$6,874.24
GIRLS BASKETBALL	\$419.48	\$0.00	\$40.00	\$379.48
GOLF	\$10.22	\$0.00	\$0.00	\$10.22
INSTR.	-\$1,792.46	\$1,749.63	\$3,020.97	-\$3,063.80
JH GIRLS B-BALL	\$1,819.70	\$601.50	\$607.50	\$1,813.70
JH YEARBOOK	-\$52.77	\$0.00	\$0.00	-\$52.77
LIBRARY	\$761.58	\$515.94	\$533.43	\$744.09
MAT GIRL	\$1,700.43	\$0.00	\$0.00	\$1,700.43
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	-\$25.54	\$0.00	\$0.00	-\$25.54
SCIENCE	\$390.81	\$0.00	\$0.00	\$390.81
SHOP/TECH	\$1,925.68	\$0.00	\$0.00	\$1,925.68
SHOW CHOIR	-\$598.67	\$1,686.18	\$1,674.87	-\$587.36
SOFTBALL	\$5,679.24	\$0.00	\$3,374.40	\$2,304.84
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	-\$458.14	\$80.64	\$25.00	-\$402.50
ST. COUN.	-\$503.24	\$2,653.61	\$2,322.88	-\$172.51
STUDENT FEES	\$0.00	\$0.00	\$0.00	\$0.00
TRACK	\$250.50	\$0.00	\$0.00	\$250.50
VOCAL	-\$2,496.01	\$2,523.00	\$4,097.36	-\$4,070.37
VOLLEYBALL	\$13,534.24	\$1,008.04	\$10,371.59	\$4,170.69
WRESTLING	\$1,394.93	\$4,355.00	\$3,033.37	\$2,716.56
WT ROOM	\$3,392.66	\$300.00	\$0.00	\$3,692.66
YEARBOOK	-\$21,707.11	\$4,106.46	\$425.42	-\$18,026.07
	<b>\$140,823.97</b>	<b>\$455,308.01</b>	<b>\$484,761.74</b>	<b>\$111,370.24</b>
			<b>Total</b>	<b>\$111,370.24</b>

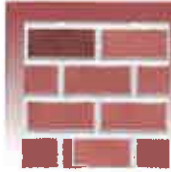
January 2017

December Bank Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000	<u>\$8,673.39</u>	
		Total	\$8,673.39	
Depreciation Fund	Farmers & Merchants	MMA 436 949	<u>\$147,627.97</u>	\$18.20
		Total	\$147,627.97	
Unemployment Ins.	Cornerstone Bank	Certificate 66245	\$53,836.29	
	Cornerstone Bank	MMA 81190	\$10,800.86	\$1.29
		Total	\$64,637.15	
Building Fund	First Bank of Utica	Checking 18 064 6	\$237,888.48	\$124.58
		Qualified Cap Bond 180554	\$72,894.18	\$12.32
		Total	\$310,782.66	
General Fund	Farmers & Merchants	MMA 436 436	\$92,862.05	\$11.45
	Farmers & Merchants	CD 71455 24mo	\$123,520.62	
	Farmers & Merchants	19 mo 2-2016	\$121,518.16	
	First Bank of Utica	CD16282	\$123,100.24	\$0.00
	Cornerstone Bank	MMA 300079871	\$56,330.01	\$6.71
	Cornerstone Bank	CD 16634 24mo 02/17/2017	\$132,086.58	\$0.00
	Cornerstone Bank	CD 71241 16 mo 12/05/2017	\$131,824.05	
	York State, Gresham	MMA 1027291	\$55,641.10	\$6.36
	York State, Gresham	CD 5204	\$191,950.71	
	York State, Gresham	CD 5215	\$129,884.35	\$175.44
	First Bank of Utica	PayFlex Acct	\$16,365.98	
		Total	\$1,175,083.85	\$199.96
	First Bank of Utica	Checking 180505	\$110,474.83	\$28.09
		Total	\$110,474.83	
		Total Invested All Accounts Combined	<u>\$1,817,279.85</u>	

Total amount invested at Farmers & Merchants . . . . .	\$485,528.80
Total amount invested at First Bank of Utica . . . . .	\$569,397.10
Total amount invested at Cornerstone Bank, Waco . . . . .	\$384,877.79
Total amount invested at York State, Gresham . . . . .	\$377,476.16
Total Invested	<u>\$1,817,279.85</u>



**Gagner** Restoration, Inc.

*Proposal*

1992 Lake Street, Lincoln, NE 68502  
Phone 402.474.6557 Fax 402.474.6560  
myron@gagnerrestoration.com

DATE: DECEMBER 9, 2016

PROPOSAL SUBMITTED TO: Dan Tesar, Technology Coordinator  
Centennial Public School  
Utica, NE  
dan.tesar@centennialbroncos.org

Job Name: Masonry Repairs  
Job Location: Utica, NE  
Bid No.: 10038

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:**

Area of work: south end, northwest corner,  
and on the roof above the gym:

1. Cut out and point all missing joints in the block.
2. Caulk the sidewalk to the building along the block walls.
3. Apply two coats of latex paint to the block.

Total - - - - - \$85,939.00

Terms: Payment due upon receipt of monthly invoice on work completed to date and/or completion of work.

**We Propose** hereby to furnish material and labor - complete in accordance with above specification, for the sum of:

\_\_\_\_\_ Per above \_\_\_\_\_ dollars (\$ \_\_\_ per above \_\_\_\_\_)

**Note:** This proposal may be withdrawn by us if not accepted within 30 days.

**Payment to be made as follows:** Payment is due at completion of work. A service charge of 1½% per month, 18% APR, will be charged on all accounts over 30 days.

Quotation prepared by: Myron L. Gagner

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

To accept this quotation, sign here and return: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**



*Proposal for Masonry Preservation,  
Maintenance and Repair*



*Prepared for  
Centennial Public School  
Utica, Nebraska*

*May 11, 2016*



# **CONTENTS**

PROPOSAL SUMMARY

INSPECTION REPORT

SPECIFICATIONS FOR MASONRY PRESERVATION, REPAIR, AND  
MAINTENANCE

JOB SITE MANAGEMENT PROCEDURES

CONCLUSION

REFERENCES

NOTES

# Centennial Public School

## PROPOSAL SUMMARY

The mission of every school is to provide students the opportunity for quality education and lifelong learning in a positive and caring environment. Maintenance and repair projects, while necessary for support of the school, do not directly improve the school's primary foundation. Consequently, our shared goal should be to maximize benefits while reducing costs.

The section of our proposal entitled *Inspection Report* provides:

- ✓ an overview of your church's current condition
- ✓ a list of repairs which should be made

The *Technical Specifications* provides detailed instructions our technicians use to complete repairs. These work methods will:

- ✓ reduce future maintenance
- ✓ complete the most durable repairs possible
- ✓ protect or improve the facility's appearance

*Job Site Management* gives specific details of our job site management processes. These procedures assure:

- ✓ the safety and comfort of members, staff, and visitors
- ✓ frequent and honest communications
- ✓ professional evaluations and recommendations
- ✓ competently trained workers who understand the needs of and demonstrate respect for the entire community

The testimonials and contacts listed in *Past Projects* will show our experience fulfilling commitments to several thousand clients over the past 50 years.

## Centennial Public School

Our project pricing required to meet these objectives for your school is:

<b>BUILDING</b>	<b>COST AS PROPOSED</b>
Centennial Public School – Work Area #1	\$17,954.00
Centennial Public School – Work Area #1-Option #1	\$53,588.00

### Payment

No down payment or payments during the course of the project are required. After the project has been inspected and accepted by the Owner, an invoice will be mailed and payment shall be made within 10 days of the invoice date unless other arrangements have been made.

### Guarantee

Upon substantial completion of the work, the Contractor's project supervisor will conduct a thorough inspection with the Owner's representative for acceptance of the work. Karr Tuckpointing LLC guarantees all materials and workmanship for a period of two years from date of final acceptance.



# CERTIFICATE OF LIABILITY INSURANCE

KARRT-1 OP ID: JE

DATE (MM/DD/YYYY)  
07/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Millhiser Smith Agency, Inc. 3100 Oakland Road NE PO Box 3100 Cedar Rapids, IA 52406-3100 Michael L. Fittro	CONTACT NAME: <b>Michael L. Fittro</b>	
	PHONE (A/C, No, Ext): <b>319-365-8611</b> FAX (A/C, No): <b>319-365-6919</b>	
	E-MAIL ADDRESS: <b>certs@millhisersmith.com</b>	
INSURED <b>Karr Tuckpointing LLC</b> <b>PO Box 417</b> <b>Vinton, IA 52349-0417</b>	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : <b>Cincinnati Insurance Company</b>	<b>10677</b>
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	CPP0892983	07/10/2015	07/10/2016	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> <b>Emp Ben.</b> \$ <b>1,000,000</b>
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	CPP0892983	07/10/2015	07/10/2016	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	CPP0892983	07/10/2015	07/10/2016	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b>
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N / A	WC2140605	07/10/2015	07/10/2016	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	Leased Equipment		CPP0892983	07/10/2015	07/10/2016	Lease Equ <b>150,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Project: Zion Lutheran Church**

CERTIFICATE HOLDER	CANCELLATION
TOWHO-1  To Whom It May Concern XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <b>Michael L. Fittro</b>

**IMPORTANT MEMORANDUM ABOUT**  
**EMPLOYEES OF KARR TUCKPOINTING LLC**

I, William L. Karr, President, officially state all the employees of Karr Tuckpointing LLC;

1. Have completed all pre-employment drug screening programs.
2. Are a part of the random drug screening program with Allen Occupational Health Services.
3. Had a pre-employment criminal and driving history review.
4. Have a criminal and driving history review every 6 months.

William L. Karr  
William L. Karr, President



\_\_\_\_\_  
Date

STATE OF IOWA  
COUNTY OF BENTON

William L. Karr, President of Karr Tuckpointing LLC subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**IMPORTANT COMMUNICATION MEMORANDUM**

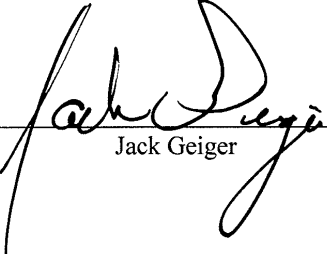
Karr will provide the Owner with 7 days, 24 hour contact with Karr staff. During the work week, Monday through Friday, during work hours, it is expected that communications be directed to the job site supervisor. Jack Geiger communicates with the job supervisor several times each day. Should the need arise to be in contact during the weekends or in the event that a need has arisen that you feel the need for a more direct contact to Bill Karr or Jack Geiger.

Jack Geiger, Project Manager  
Office: 800-553-0017, ext. 156  
Cell: 319-560-7342  
Home: 319-475-2207

Bill Karr, President  
Office: 800-553-0017, ext. 112  
Cell: 319-560-7391  
Home: 319-342-2410

Our fax number is 319-472-5565 or e-mail Jack at [jgeiger@karrtuckpointing.com](mailto:jgeiger@karrtuckpointing.com).

If you have any questions or concerns at any point in time during the project, please don't hesitate to give us a call.

  
\_\_\_\_\_  
Jack Geiger

  
\_\_\_\_\_  
Bill Karr

**IMPORTANT MEMORANDUM ABOUT**  
**EMPLOYEES OF KARR TUCKPOINTING LLC**

I, William L. Karr, President, officially state all the employees of Karr Tuckpointing LLC will adhere to a smoke-free policy;

Due to the acknowledged hazards arising from exposure to tobacco smoke, it shall be the policy of Karr Tuckpointing LLC to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product within the Karr office, warehouse, any company premises, in any company vehicle, or on the jobsite at any time. This policy applies to both employees and non-employee visitors of Karr Tuckpointing LLC

Benefits

- Improved health and well being for both smokers and non-smokers
- Reduce exposure to second-hand smoke for all employees and consequently, a reduced risk of cancer, heart disease and respiratory problems in adults and children
- Promotion of a healthier, cleaner work environment
- Enhances corporate image
- Creates a safe environment by reducing the risk of fires. Smoking material that has not been properly extinguished accounts for a large number of fires.
- Discourages the initiation of tobacco use among young children
- Provider of a supportive environment for those trying to quit.
- Reduced risk of sickness and absenteeism.

William L. Karr

William L. Karr, President



\_\_\_\_\_  
Date

STATE OF IOWA  
COUNTY OF BENTON

William L. Karr, President of Karr Tuckpointing LLC subscribed and sworn to before

me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

BBB Reliability Report for

## **Karr Tuckpointing**

A BBB Accredited business since 03/16/2009.

### **BBB Rating A+**

BBB issues Reliability Reports on all businesses, whether or not they are BBB accredited. If a business is a BBB Accredited Business, it is stated in this report.

#### **BBB Accreditation**

This company has been a BBB Accredited business since March 2009. This means it supports BBB's services to the public and meets out BBB Accreditation standards.

#### **BBB Rating**

Based on BBB files, this business has a BBB rating of A+ on a scale from A+ to F.

Factors that raised this business' rating include:

- Length of time business has been operating.
- No complaints filed with BBB.
- BBB has sufficient background information on this business.

#### **Business Contact and Profile**

**Name:** Karr Tuckpointing

**Phone:** (319) 472-5561

**Address:** 1801 West D St

Vinton, Iowa 52349

[Google Map](#)

**Website:** [www.karrtuckpointing.com](http://www.karrtuckpointing.com)

**Original Business Start Date:** January 1966

**Principal:** Bill Karr, Owner

Jack Geiger, Director of Operations

**Customer Contact:** Bill Karr, Owner - (319) 472-5561

**Entity:** Limited Liability Company

**Incorporated:** December 2008, IA

**Type of Business:** Tuckpointing, Concrete Repair/Leveling, Mason  
Contractors

**BBB Accreditation:** This organization is a BBB Accredited business.

**Products and Services**

This company offers tuckpointing, exterior masonry repair and restoration.

**Additional Locations and Phone Numbers**

**Additional Addresses**

PO Box 417

Vinton, Iowa 52349-0417

**Additional Phone Numbers**

Tel: (800) 553-0017

## Contact Us

The contact numbers and e-mail addresses listed are intended to give you quick access to Karr staff. Contact us with questions or comments at any time. We are ready to help as you consider your bank's need for repair.

Project Inspector: Bill Clark at 800-553-0017 ext. 149  
For more information about your buildings, to request a return visit or to attend a meeting.



Project Coordinator: Shannen Parmater at 800-553-0017 ext. 154  
(sgeiger@karrtuckpointing.com)  
To schedule a meeting, discuss project scheduling, request a contract, or for any other reason.



## **Post-Proposal Meeting**

We recommend Bill Clark's attendance at a regular meeting of your board. During this meeting we can present our findings and help your board or committee better understand the work we propose. Our presentations are brief because the most important part of the meeting would be answering your questions.

By holding a meeting, our representative can accurately present our findings so everyone has an opportunity to hear the information first-hand. This will help eliminate any confusion and may generate questions about the project.

To request a meeting please contact Shannen Parmater.



***INSPECTION REPORT***

*OBSERVATIONS AND RECOMMENDATIONS*



*Proposal for Masonry Preservation,  
Maintenance and Repair*

*Prepared for  
Centennial Public School  
Utica, Nebraska*

**SUMMARY OF THE PROJECT**

*Our proposal has a wealth of information in it and we have found the information to be beneficial to all parties involved. We have also found that having an overview of the work items is also very helpful to make sure that the work items you want done are all covered in the proposal. The following is an overview of your project.*

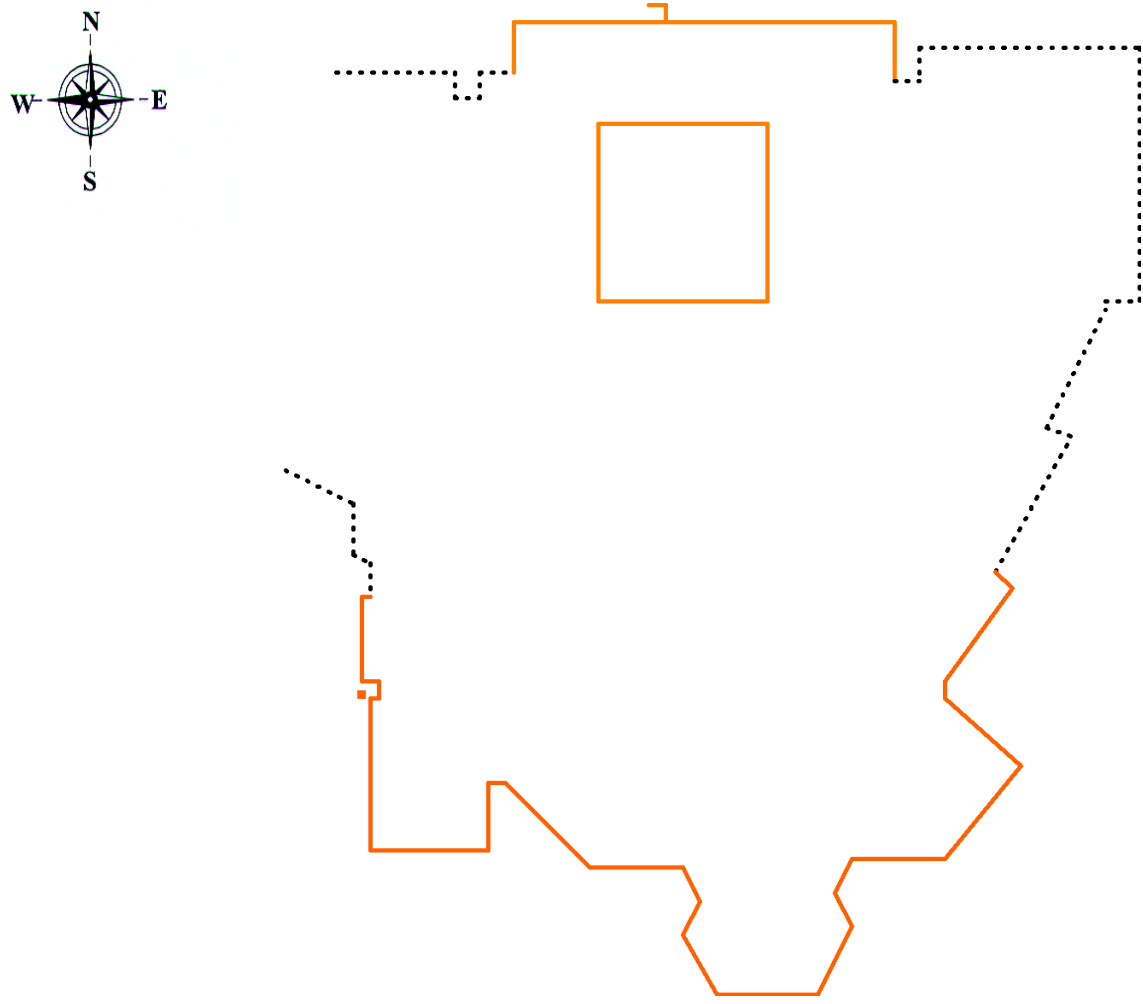
***Work Area #1***

- Surface Preparation To The Previously Painted, Fluted Concrete Block Masonry
- Tuckpoint Damaged Mortar Joints
- Remove Iron Deposits In The Previously Painted, Fluted Concrete Block Masonry
- Seal All Movement Cracks
- Caulk All Construction Joints
- Patch Three (3) Square Feet Of Defective Fluted Concrete Block Masonry
- Install ColorKlad 24-Gauge Prefinished Sheet Metal Coping On The North Elevation Privacy Walls

# *Centennial Public School*

## **Work Area #1 – Cost to complete Work Area #1 – \$17,954.00**

All previously painted, fluted concrete block masonry on the north, south, east and west elevations of the Centennial Public School. The work area extends from grade to metal siding and roof to metal siding. Also included in the work area are the north elevation privacy walls and west elevation overhang support column. The work area is shown in orange on the drawing below.



## **SURFACE PREPARATION TO THE PREVIOUSLY PAINTED, FLUTED CONCRETE BLOCK MASONRY**

### **PRODUCTS**

Clean potable water

### **EQUIPMENT**

Power washer with 25 degree nozzle

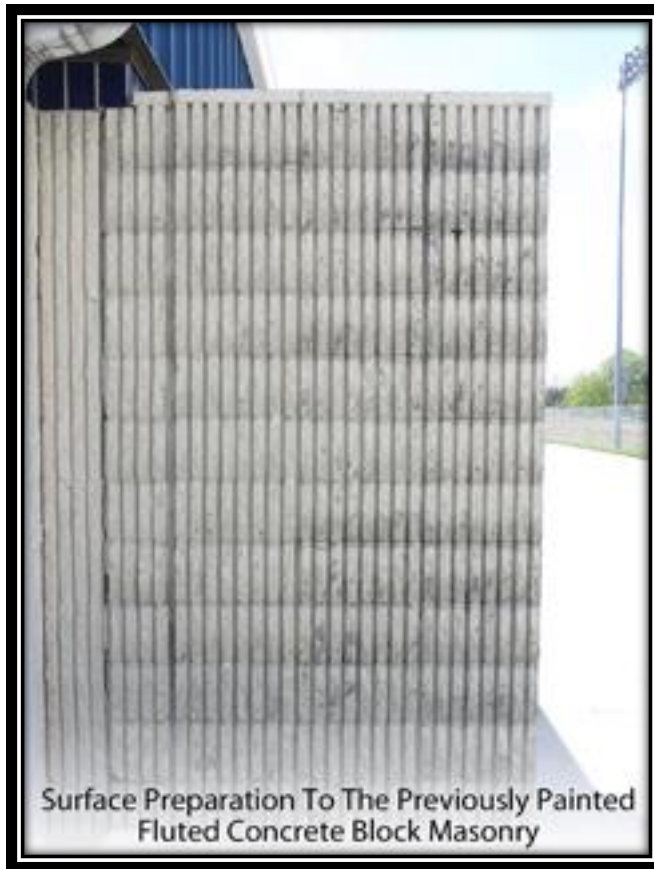
### **EXECUTION**

1. Pressure spray equipment shall not exceed 2,000 psi and a 25 degree nozzle for diffusion of the spray stream shall be used.
2. Entire surface will be washed with pressurized water spray to remove all loose, and disintegrated material and all traces of oil, grease, dirt or dust.
3. The surface will be clean and sound before any product is applied.

### **REASON FOR RECOMMENDATION**

Before any coating can be applied to any surface and expect the coating to adhere, the product data requires that the surface be properly prepared.





## **TUCKPOINT DAMAGED MORTAR JOINTS**

### **PRODUCTS**

Type N masonry cement  
Sand  
Mortar color as needed  
Potable water

### **EQUIPMENT**

Pneumatic or electric grinder  
Hammer and chisel  
Pneumatic hammer and point  
Hand held masonry tools

### **EXECUTION**

1. Carefully inspect for defective mortar joints. Defective joints are those with missing, badly deteriorated, or broken mortar materials. Joints with fine hairline or shrinkage cracks, but which are otherwise sound, are not defective.
2. Remove mortar materials from defective joints areas to a depth of at least one-half inch, or as deep as necessary to expose sound, unweathered mortar.
3. Remove dust and loose material from the joint by compressed air or high pressure water spray.
4. Dampen joints prior to commencement of pointing to assure proper bond between new and existing mortar.
5. Mix new mortar at the job site to match as closely as possible the color and texture of existing mortar.
6. Point new mortar into the open and prepared joints. Compress mortar during initial installation to assure a void-free joint. Hand tool to match the surrounding mortar joints.
7. Dampen upon completion to assure proper curing of the mortar.
8. Clean masonry surfaces of residual mortar upon completion of the tuckpointing

### **REASON FOR RECOMMENDATION**

Masonry joints become defective in two major ways. The vertical joints also known as header joints in the masonry units are open because of poor workmanship when the building was constructed. Other areas become defective because excess water runs over the masonry units causing the joints to erode back away from the face of the masonry unit.





Tuckpoint Damaged Mortar Joints



Tuckpoint Damaged Mortar Joints

## **REMOVE THE IRON DEPOSITS IN THE PREVIOUSLY PAINTED, FLUTED CONCRETE BLOCK MASONRY**

### **PRODUCTS**

Gun grade, 1-part polyurethane sealant  
Sonneborn NP 1 or equal

### **EQUIPMENT**

Hammer and chisel  
Steel brush

### **EXECUTION**

1. Remove the iron deposit from the previously painted, fluted concrete block masonry unit to a depth of one-half inch.
2. Remove iron stain from the face of the previously painted concrete block masonry.
3. Caulk the area where the iron deposit was removed.

### **REASON FOR RECOMMENDATION**

The aggregate they used to make the fluted concrete block masonry has some iron deposit in it. When moisture is absorbed into the fluted concrete block unit, it causes the iron deposit to expand causing the iron deposit to show on the surface of the previously painted concrete block unit.





Remove The Iron Deposits In The Fluted Concrete Block Masonry



Remove The Iron Deposits In The Fluted Concrete Block Masonry

## **SEAL ALL MOVEMENT CRACKS**

### **PRODUCTS**

Gun grade, 1-part polyurethane sealant  
Sonneborn NP 1 or equal

### **EQUIPMENT**

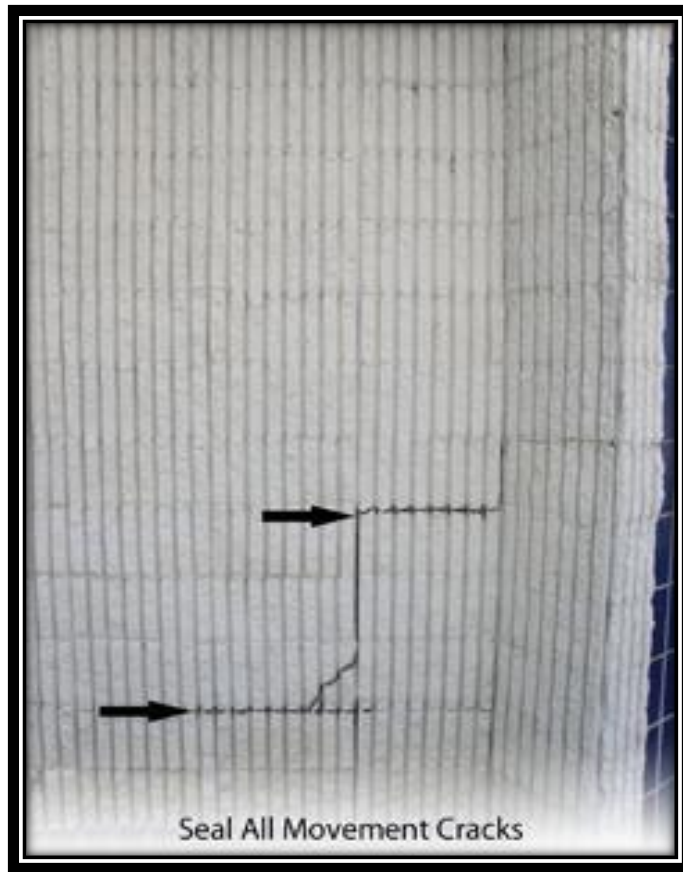
Pneumatic or electric grinder  
Hammer and chisel  
Pneumatic hammer and point  
Caulking applicator

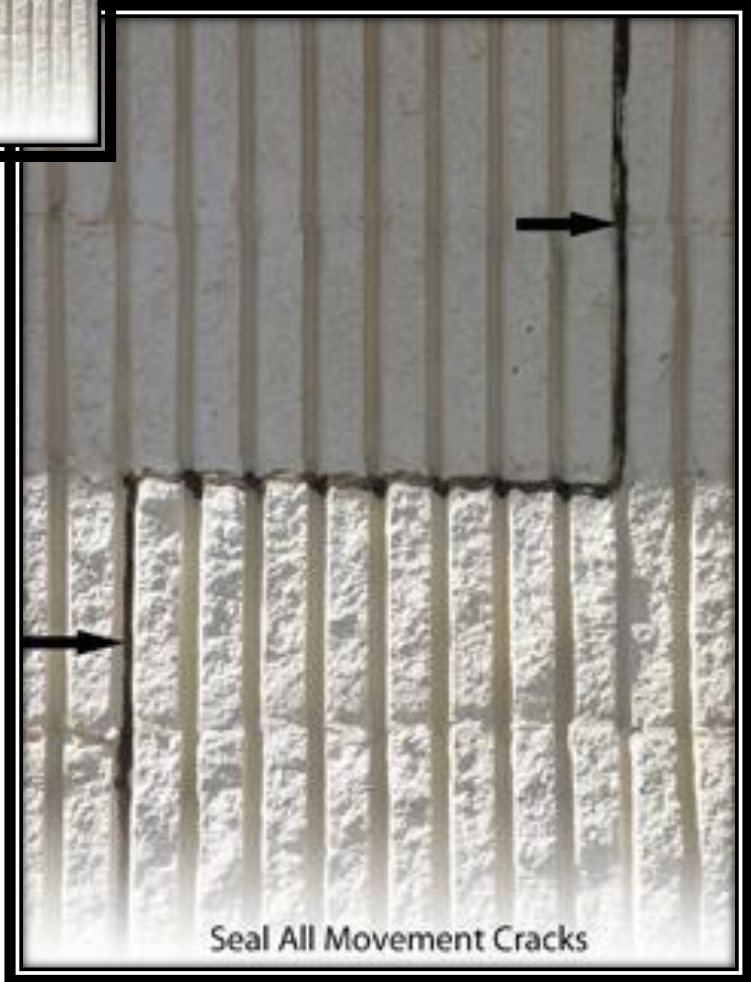
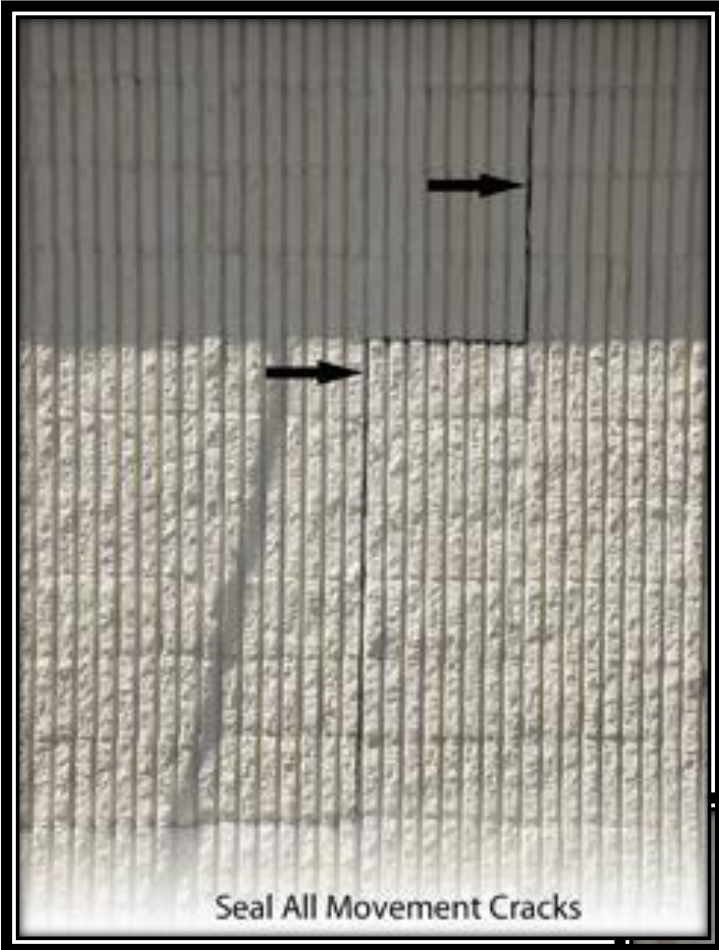
### **EXECUTION**

1. Remove mortar and other foreign materials from the movement cracks to a depth of at least 3/4".
2. Remove dust and other foreign materials by compressed air or high pressure water spray.
3. Install caulk flush and solid along the entire length of the existing crack.
4. Finish the caulked crack by hand to create a void-free, fully adhered bond.
5. Embed sand into the outer surface of the caulk to diminish contrast between the caulk and the surrounding masonry materials.

### **REASON FOR RECOMMENDATION**

Masonry like all building material expands and contracts due to temperature changes. Control joints should be used to control changes in height and/or thickness near openings. If the wall is built without control joints or not enough joints to control movement due to temperature or moisture changes will cause the wall to crack.





## **CAULK ALL CONSTRUCTION JOINTS**

### **PRODUCTS**

Gun grade, 1-part polyurethane sealant  
Sonneborn NP 1 or equal  
Backer rod  
Closed cell rod  
Sonofoam soft backer-rod

### **EQUIPMENT**

Power caulking cutter  
Hammer and chisel  
Electric angle grinder  
Caulking applicator

### **EXECUTION**

1. All the construction joints will be cut out from the joint to a depth of 1". Dust and other foreign materials will be removed using compressed air or high pressure water spray. Prevent damage to surrounding masonry unit surfaces.
2. The proper size of Sonofoam soft backer rod will be installed in the joint to control the depth of the caulking.
3. Install caulk to the depth required by the manufacturer for the joint width. The minimum depth of 3/8" shall be met for all caulked joints.
4. Install the caulk flush and finish by hand to create a void-free, fully adhered bond.

### **REASON FOR RECOMMENDATION**

Buildings and building materials are in a constant state of motion induced by temperature and moisture changes. Where the original structure and an addition are joined together, a construction joint is installed. This joint allows each structure to move independently of one another.





## **PATCH THREE (3) SQUARE FEET OF DAMAGED PREVIOUSLY PAINTED, FLUTED CONCRETE MASONRY**

### **PRODUCTS**

Acryl 60 Bonding Agent  
Type N masonry cement  
Mason's sand  
Mortar color  
Galvanized wire mesh  
Galvite rust inhibiting paint  
Stainless steel pins

### **EQUIPMENT**

Hammer and chisel  
Electric grinder

### **EXECUTION**

1. Inspect all previously painted, fluted concrete block masonry for spalling and delamination areas.
2. Remove loose concrete materials with hand tools to expose sound, unweathered concrete.
3. Where rust is visible on metal reinforcement clean with steel brush or sandblasting.
4. Coat metal reinforcement with Galvite rust inhibiting paint.
5. Anchor 1/8 " stainless steel pins in deteriorated areas that exceed one and one-half inches in depth as measured from the surface. Use galvanized wire mesh as required to provide further reinforcement of the patched area.
6. Mix bonding agent with cement patching mixture and color to match original concrete in color and texture as closely as possible.
7. Install patching material and shape with hand tools.

### **REASON FOR RECOMMENDATION**

Previously painted fluted concrete masonry left unprotected over a long period of time develops hairline fractures. Water penetrates into these hairline fractures causing the concrete to become deteriorated.



Patch Three (3) Square Feet Of Damaged Fluted Concrete Block Masonry



Patch Three (3) Square Feet Of Damaged Fluted Concrete Block Masonry

## **INSTALL A COLORKLAD 24-GAUGE PRE-FINISHED SHEET METAL COPING ON THE NORTH ELEVATION PRIVACY WALLS**

### **PRODUCTS**

ColorKlad 24-gauge pre-finished sheet metal

ColorKlad by Vincent Metals

Fasteners, connections, and flashings

### **EQUIPMENT**

Electric Grinder

Hammer and Chisel

Caulking Applicator

Related Hand Tools

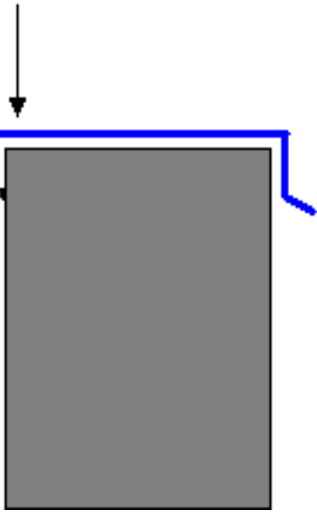
### **EXECUTION**

1. The Contractor will supply ColorKlad pre-finished 24-gauge metal copings, all related fasteners, connections, and flashing for installation of metal coping. The Owner or Owner's Representative will choose a color from the color chart provided by the Contractor.
2. Protect roof structure and membranes from damage during the work.
3. The surface will be covered with ColorKlad 24-gauge pre-finished sheet metal coping using proper fasteners, connections, and flashings. All work will be done so the covered area is weather tight.
4. Install sheet metal coping to provide expansion and contraction, for overlap in the direction of water flow, and for water-tight seams.

### **REASON FOR RECOMMENDATION**

When the present precast concrete copings were installed they failed to allow for a drip edge so when the water runs off the coping it runs down the concrete block unit and causes the concrete block unit to become defective. The copings also have a lot of open joints in them which is allowing moisture to enter the building and down between the concrete block units.

New ColorKlad 24 ga Prefinished Sheet Metal Coping



Existing Concrete Panels



Install ColorKlad 24-Gauge Prefinished Sheet Metal Coping On The North Elevation Privacy Walls





*Proposal for Masonry Preservation,  
Maintenance and Repair*

*Prepared for  
Centennial Public School  
Utica, Nebraska*

**SUMMARY OF THE PROJECT**

*Our proposal has a wealth of information in it and we have found the information to be beneficial to all parties involved. We have also found that having an overview of the work items is also very helpful to make sure that the work items you want done are all covered in the proposal. The following is an overview of your project.*

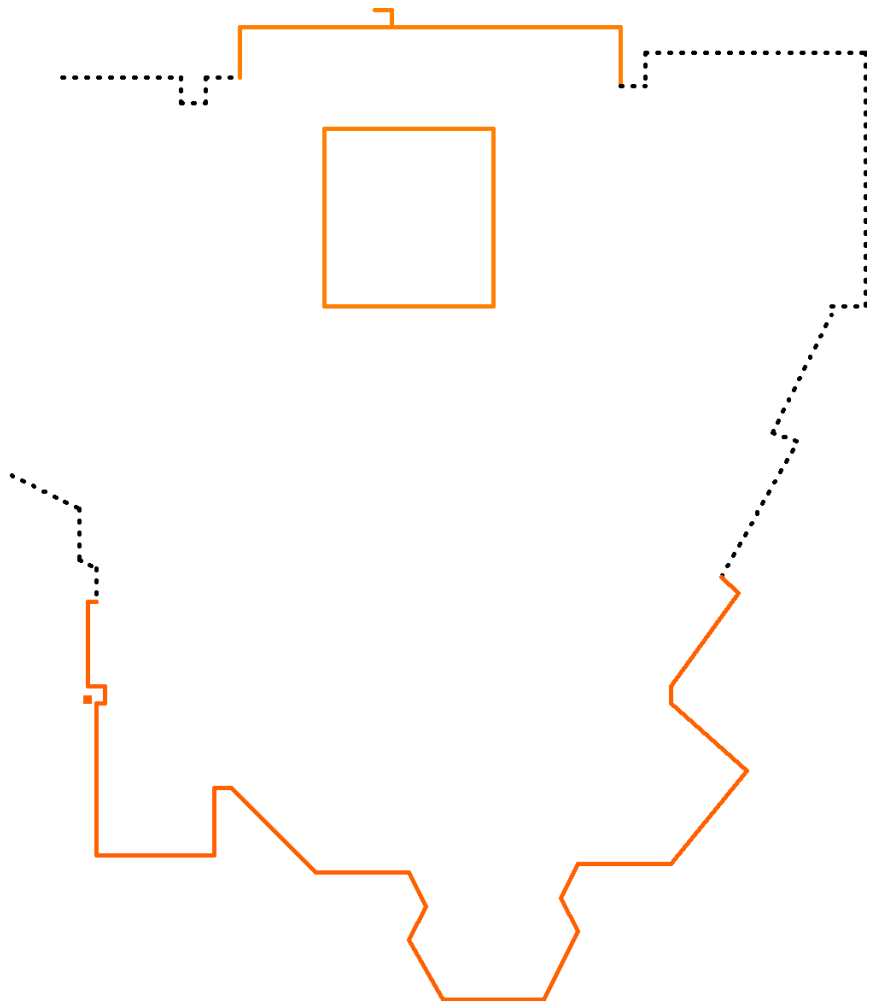
***Work Area #1-Option #1***

- Apply Colorflex To The Previously Painted, Fluted Concrete Block Masonry

# Centennial Public School

## Work Area #1-Option #1 – Cost to complete Work Area #1-Option #1 – \$53,588.00

Apply Colorflex to all previously painted, fluted concrete block masonry on the north, south, east and west elevations of the Centennial Public School. The work area extends from grade to metal siding and roof to metal siding. Also included in the work area are the north elevation privacy walls and west elevation overhang support column. The work area is shown in orange on the drawing below.



**APPLY COLORFLEX TO THE PREVIOUSLY PAINTED, FLUTED CONCRETE BLOCK MASONRY**

**PRODUCTS**

Sonneborn Super Colorflex or equal  
(color selected by Owner)

**EQUIPMENT**

Stiff fiber brush  
Roller

**EXECUTION**

1. Apply colorflex or equal in accordance with manufacturer's recommendations for surface type being covered.

**REASON FOR RECOMMENDATION**

Colorflex will be applied to improve the appearance and seal the previously painted fluted concrete block masonry against the damaging effects of the weather.



***FOUR PRINCIPLES OF KARR MASONRY,  
PRESERVATION, MAINTENANCE, AND REPAIR***

## Four Principles of Karr Masonry Preservation, Maintenance, and Repair

1. Karr personnel, including those engaged in sales, work, or supervision are prohibited from submitting a proposal for repair, or completing repairs which result in temporary improvement but which will result in long term damage to materials or structures.

*While we work for the building Owner, our obligation extends forward in time to the generations who will use the building. Short term benefits will not fulfill that obligation.*

2. Original materials must be conserved whenever possible.

*Original materials which are in good condition are far superior to any repair which can be completed. Conserving original materials also help maintain the original appearance of the structure.*

3. The appearance of the original and repair materials should match the appearance of sound original materials which are weathered but not deteriorated.

*Repair materials or methods which do not resemble the original materials substantially alter the building and are visually, and often structurally incompatible.*

4. Repair should not substantially alter the appearance of the structure as originally constructed.

*Failure to abide by the first three principles inevitably leads to a failure of the fourth and the building's appearance shows the numerous repairs which were necessary to keep it in good condition.*



***JOB SITE MANAGEMENT PROCEDURES***

## **Safety**

Karr Tuckpointing is required by the Occupational Safety and Health Administration to follow all applicable State and Federal regulations regarding worker safety. While these regulations are valuable in protecting workers from most hazards, they often fail to address basic safety needs of others using the facility. Each work site is unique and addressing those unique needs will require close cooperation between the church and Karr Tuckpointing.

## **Project Crewmembers**

The repair crew must be professional in behavior and appearance. The Karr Tuckpointing Crew will clearly be identified by wearing gray T-shirts with our company logo. Strict behavior standards are expected of our crew members at all times. Karr Tuckpointing polices include:

- Random drug testing of all crew members.
- Restrictions on use of company vehicles after hours.
- Zero-tolerance policies prohibiting the transport of alcohol or drugs in company vehicles or use of company vehicles after consumption of alcohol or drugs.
- Enforcement of standards through disciplinary action including but not limited to termination of employment.
- Post-construction evaluation forms are submitted to our clients to assure compliance with all work standards, including professional behavior and attire.

## **Communications**

Upon commencement of work a list of phone numbers will be provided to allow 7 day, 24 hour contact with Karr staff. During the work week, Monday through Friday, during work hours and after hours, it is expected that communications be directed to the job site supervisor. Additional contacts are provided should the need arise to be in contact during the weekends or in the event that a pressing need has arisen and the job site supervisor is unable to be reached for any reason.

24 hour contact numbers will be provided for:

Jack Geiger - Assistant Project & Lead Safety Manager

## **Services, Funerals, Weddings, and Community Observances**

In keeping with our commitment to serving your church members, staff, and visitors, Karr will stop work and thoroughly clean the site without additional cost to the church if it is necessary for services, funerals, weddings, and community observances.

## **Community Relations**

Karr Tuckpointing would like to give special attention to patronizing business establishments with direct ties to church. Though local purchases are limited primarily to lodging, food, and fuel, the company does occasionally purchase miscellaneous small hand tools and supplies in the communities in which we work.

While we reserve the right to make normal business considerations a part of our decision to patronize any business, we will request a list of local businesses you would like us to patronize.

All local purchases are paid for at the time of purchase either by cash or credit card.

## **Insurance Information**

Upon receiving a signed contract, a certificate of insurance will be sent direct from our insurance carrier naming the building Owner as an additional insured.

Current Coverage includes:

Commercial General Liability	Each Occurrence	\$1,000,000
Automobile Liability	General Aggregate	\$2,000,000
Excess Liability	Combined Single Limit	\$1,000,000
Workers Compensation and Employers Liability	Statutory	

## **Project Start-up Meeting**

On the first day of the project a meeting will be held to discuss parking, access to electrical outlets and water, as well as general scheduling of the crew's workday.

## **Project Commencement: Approval of Work Standards**

1. Each specific building repair project will commence with identification of three standard panels approximately 10' in height and width.
  - a. Each standard panel shall remain in place through the duration of the project.
  - b. Panel areas will be selected to include as many work items as possible to represent the work to be completed on the building as a whole.
  - c. Panel #1 will represent the original condition of the building and no work will be completed on this panel until the end of the project.
  - d. Panel #2 will represent removal techniques and quantities for a typical area of the building. Replacement of materials removed will not be allowed until the end of the project.
  - e. Work will be complete on Panel #3 will represent the completed project.

### **Project Progress Meetings**

Informal meetings during the course of the project are essential. The church should appoint an individual willing to meet with the crew supervisor to review work progress, quality, and for both parties to stay informed of any difficulties which may arise. The crew supervisor is available to answer any questions that may arise at any time during the project.

### **Waste Removal**

Upon completion of the work all trash, waste materials, rubbish, tools, and equipment shall be removed from the job site. Any cost associated with trash removal and landfill charges will be the responsibility of the Contractor.



*CONCLUSION*

Many years of exposure to the elements have changed the exterior of the building masonry. In the years to come, those same elements will continue to impact the condition of the masonry.

Using methods approved for the preservation of masonry, the condition of the exterior masonry can be secured against more rapid and severe deterioration. These methods include:

- Careful selection of replacement materials.
- Cautious use of cleaning equipment.
- Attention to detail when matching the existing mortar during repointing.

For 50 years, Karr Tuckpointing has used these methods in masonry repair and preservation projects.

A successful project will require these methods to be completed with an awareness of your building's function as a place to provide easy access for customer convenience in a safe environment. Success also requires a project that is conducted with an attitude of professionalism and a commitment to safety for the entire community.

Karr Tuckpointing's methods and principals have allowed us to successfully complete many projects for thousands of customers.



## *REFERENCES*

Rejoice Lutheran Church – Omaha, NE

Don Pearson – Building Manager

Church (402)334-1991

Cell (402)214-7720

“The crew was very professional and I appreciated the daily updated on the work as it went along. Very hard working crew.”

New Zion Presbyterian Church – Clarkson, NE

Rowe Langdon – Maintenance

(402)892-3145

“The staff and employees were very good to work with. The proposals were all clear and laid out clearly. The photos and descriptions were very helpful for us to understand what the process would entail. The crew that arrived was polite, courteous and hard working. The worksite was clean and they kept us updated on the progress. When they left, they cleaned up the worksite well and they even washed our sidewalks.”

Coleridge Community Schools - Coleridge,, NE

Craig Frerichs - Administrator

(402)283-4844

"Your workers worked very hard and long hours each day. We appreciated their talent and workmanship they demonstrated while doing the job."

First National Bank Northeast - Tekamah, NE

Mary Kjeldgaard - Vice President

(402)374-1200

"Most of my experience was with the workforce. They were very courteous and conscientious to all bank employees and customers. I was particularly impressed with how neat and clean they kept their work areas. When they had completed our project, they wanted us to look it over to be sure we were happy. They then thanked us for the job and asked that we call them again if there would be anything else they could do for us. You have very pleasant employees!"

Fairmont Community United Methodist Church - Fairmont, NE

Carol Pfenning - Treasurer

(402)268-2934

"As usual, Karr did an excellent job for the Fairmont Church. Crew was here on time, finished work on schedule and were courteous and took all clean-up materials with them. No mess left behind! Karr is a highly trusted company that we will use again."

Douglas County West Community Schools - Valley, NE

Dan Schnoes - Superintendent

(402)359-2583

"The workers took great care in making sure this project was completed correctly. They were very friendly and very professional. It was a pleasure to have them working on our campus!"

Arnold Public Schools - Arnold, NE

Patrick Osmond - Superintendent

(308)848-2226

"Workers were polite and stayed at task during the project. Your company has always been professional at every level. I have no reservations in recommending Karr Tuckpointing for any tuckpointing project."

Murray Christian Church - Murray, NE

William Dempsey - Trustee

(402)235-2527 - Church 402/235-3356 - Home

"On behalf of the entire board and members of Murray Christian Church we want to thank you for a job well done! From the first time we met with your sales person over a year ago to the job site work staff your team has demonstrated the highest standards of quality."

St. Luke's Catholic Church - Ogallala, NE

Father Bryan Ernest

(308)284-3196

"A job very well done!"

First Lutheran Church - Blair, NE

Curt Hougen - Maintenance

(402)426-4073

"The sales person was very specific in what needed to be done and what didn't need to be done, like a seal coat. Very professional and matter-of-fact on the details of what Karr provided and what we need to provide and expects and not pushy. The staff and phone calls or returns were prompt and courteous. The work crew was good in PR and willing to alter their work with our schedule and funeral. They explained their works well. We were well satisfied with the workmanship and work habits of the crew."

Douglas County West Community Schools - Valley, NE

Dan Schnoes - Superintendent

(402)3592583

"The staff from Karr were very professional at all times. They kept the work side safe as we had students around the building while the work was completed. The foreman was friendly and informative about the work getting done."

Fillmore County Historical Society - Geneva, NE

Douglas Rung - President Fillmore County Historical Society

(402)759-0597

"The crew did an excellent job. We worked through some water and electrical problems in the beginning but everything turned out great. The workmanship in matching colors and mortar was well done. The city especially like the way the crew cleaned-up after they were done. The historical society members and board were very pleased with the results. "It looks great" were the most comments. We look forward to finishing the project."

Dawes County Courthouse - Chadron, NE

Webb Johnson - Chairman

(308)432-1011

"The foreman introduced himself the first day on site. He also worked with our project coordinator who in turn provided daily project updates. Our courthouse looks great! Job well done. Would highly recommend Karr Tuckpointing for any tuckpoint project."

St. Wenceslaus Church - Verdigre, NE

Rev. Douglas Scheinost

(402)668-2331

"I appreciate the friendly and cheerful dispositions of each of the Karr Tuckpointing workers. They seemed to know what they were doing and were not at all lax in achieving their intended objectives. I especially appreciated them making a minor masonry repair to one of the steps at the rectory's main entrance."

Burt County Courthouse - Tekamah, NE

Mr. Peter Ueding - Janitor

(402)374-2955

"I feel that they did a good job. That is the kind of people a person needs for the services and work you do."

Hitchcock County School - Trenton, NE

Mr. Mike Apple - Superintendent

(308)334-5575

"The onsite staff of Karr Tuckpointing were great! Very personable, came early, worked late and answered all questions. Very nice crew. Thank you, the job looks great."

Palmyra District R-1 – Palmyra, NE

Mr. Clyde Childers

(402)780-5327

First Congregational United Church of Christ - Franklin, NE

Steve Headrick - Trustee Chair

(308)425-3612 - Church

"From the sales to the service performed it was an exceptionally pleasant experience doing business with Karr Tuckpointing. We previously had tuckpointing performed by another company with unsatisfactory results. Your crew not only did a very good job, but removed and redone the previous company's work. What we were left with is a very beautiful old building. All members of the congregation have expressed happiness with the work Karr Tuckpointing did. We thank you very much and please relate to your service men our appreciation for the excellent work they did."

Otoe County Courthouse - Nebraska City, NE

Rick Sedersten - Maintenance Technician

(402)873 -9500

"It's with great pleasure that I recommend Karr Tuckpointing for their workmanship. Karr Tuckpointing worked on the Otoe County Courthouse from February 2012 up until the end of March 2012.

The foreman always displayed a high degree of integrity, responsibility and ambition. He is definitely a leader. In addition to their excellent workmanship, Karr has proven organization and good quality work throughout the time they spent working for the courthouse.

Karr has been a dependable company. Their good judgment was very helpful in solving some problems we had on the building moving forward throughout the process."

First Trinity Lutheran Church - Bloomfield, NE

Mr. Eric Miller - Trustee

(402)373-4797 - Church      (402)640-6276 - Cell

"The crew was very helpful and courteous and when the church had a funeral to deal with the crew tore down their equipment and moved it out of the way. They also stopped work while the funeral was going on. All in all the project went very smoothly and quickly."

NLETX/SBC - Grand Island, NE

Kelly Rodysill - Facility Maintenance Supervisor

(308)385-6030 ext. 390

"This past month we had the pleasure to have Karr Tuckpointing Company do some repair work for us and with us. The items of concern for repair had been identified several years prior. The salesperson on site that did the inspection was pleasant, willing to explain the processes and also the areas which I was not aware of. This proposal was in the works for a couple of years and finally was able to be completed this past month.

When the job was finally decided on and was setup to be complete, the people I made contact with at the company was extremely pleasant, willing to work with us to get the information we needed for background checks, providing names and #s for the employees that were to be on this site.

The employees that did come to this site called on their way to let us know they were coming. After they got here we made contact, introductions, and I started a tour to show them the areas of the building they would be working and some basic protocol while they were working at this site. Demir and Semir were very pleasant and cooperative. Demir kept me informed each day they were here. I would meet them each morning, Demir would explain what and where they would be working that day. During the process of the work, if a question or concern arose, Demir would call me or come and get me and we would have a discussion regarding this or that.

Prior to them completing the repairs, they came and got me to do a walk around with them, to do an inspection and explanation of their work. Demir pointed out various things they had completed and various areas they had found also in their working. I was very pleased that they would take the time to explain the process they do to fix some of the areas and showed how some of the various tools they used worked. I feel both of them were truly craftsman of their trade. The detail they exhibited in their work would be a testament of their abilities.

They were very professional, pleasant, courteous to me and our staff, personable and showed both confidence and competence toward their profession."

Arnold Public School - Arnold, NE

Mr. Patrick Osmond - Superintendent

(308)848-2226

"From start to finish all aspects of this project were handled in a courteous and professional manner. Whenever I had any questions regarding the work being performed, the job foreman answered them completely without hesitation. I recommend Karr Tuckpointing without hesitation for any masonry project."

First National Bank - Fairbury, NE

Mr. Vernon R. Pfaff - Chairman

(402)729-3344

"Could not be more pleased with the entire job. From the beginning when Jack and I visited until the guys reached the job site, everything was handled in a very professional manner. The guys on the site worked hard at all times, kept the premises blocked off and as clean as possible. They were very informative and inquisitive about my concerns. However, for the most part, I did not have to suggest anything. The workers took control and did their job in the manner in which they were trained and instructed and when the job was done, the bank looked beautiful. Again, I could not have been more pleased."

Central Community College – Grand Island, NE

Mr. Bob Stroup - Director of Physical Plants

(308)398-7450

"I am very impressed with all aspects of the project completed by your company. It was not an easy project but the end result is very professional and greatly enhances the look of our campus. Jasmin and the crew are very hard workers, communicate very well about the project, and do quality work. Thanks to all who were involved in this project."

St. Michael's Catholic Church – Spalding, NE

Father Donald A. Buhrman

(308)497-2662

"Unfortunately I did not work with the sales or office staff. The previous pastor did. However, the work crew was very courteous and friendly. They were professional in their behavior. They completed the job in a timely fashion and cleaned-up after."

St. Joseph Catholic Church - Nebraska City, NE

Father Bush

(402)873-4569

"Crew really worked hard. As soon as our parishioners witnessed the work being performed by Karr Tuckpointing, they realized that previous efforts to tuckpoint the church building in the past failed in comparison. Karr sets out to do what they say they're going to do, and they do a good job."

Crete Public Schools - Crete, NE

Sandra Rosenboom - Business Manager

(402)826-5822

"The crew was excellent. Worked down to dark and completed the work, cleaned-up and checked with us to be sure we were satisfied. Most professional, hard working crew we have dealt with in a long time. We were very pleased with your whole process and with your company. All very organized and professional. Thanks."

St. Joseph - St. Anselm Catholic Church - Broken Bow, NE

Father Jim Hunt

(308)749-2254

"Thanks for your work on St. Anselm Church. Once again your workers did a professional job in a timely manner. This was my second church done by Karr Tuckpointing and have been very pleased with both projects."

Mid-Plains Community College – North Platte, NE

Mr. Ron Axtell - Physical Plant Director

(308)535-3627

"Very professional crew. No supervision by owner required. They were very knowledgeable and thorough. Excellent job! I would recommend Karr Tuckpointing highly."

Nuckolls County - Nelson, Nebraska

Arnold Brown

(402)225-4361

"The workers were very courteous and they completed their work in a very timely manner. They do very nice work."

East Butler Public Schools - Brainard, NE

Mr. James Koontz - Superintendent

(402)545-2023

"I would highly recommend Karr Tuckpointing. All of our needs and questions were handled professionally and courteously. One hardly knew work was being done on the building."

Friend United Methodist Church - Friend, NE

Mr. Stan Houlden - Building Committee

(402)947-3481

"Contact with the crew was very good and all procedures were explained clearly. Clean-up each day was very good and everything was out of the way on weekends."

Kenesaw Public School – Kenesaw, NE

Mr. Jim Troshynski - Superintendent

(402)752-3215

“Keep up the good work.”

West Boyd Schools - Spencer, NE

Mr. D. Russell Lechtenberg - Superintendent

(402)589-1333

"The workforce on site were very pleasant and did an excellent job both in regards to time on task and the quality of work. We are very pleased."

West Holt Public School - Atkinson, NE

Mr. Bill McCallister - Superintendent

(402)925-2890

"You all did a great job!!!"

Coca-Cola Dr. Pepper Company – Kearney, NE

Mr. David Rouzee - General Manager

(308)237-3197

“Nice crew, worked very hard, stayed busy, stayed out of our way, and moved equipment when needed.”

O’Neill Public School – O’Neill, NE

Ms Amy Shane - Superintendent

(402)336-2812

“Job well done! The foreman did a good job of communicating about the repairs.”

Stapleton Public Schools – Stapleton, NE

Mr. Dan Hutchinson - Superintendent

(308)636-2252

“I thought your crew chief was exceptionally helpful and thorough. If all your crews are like this, we highly recommend your firm. Also, your management was honest and straightforward with us in regards to applying waterproofing.”

Cambridge Public Schools – Cambridge, NE

Mr. Ronald L. Streit - Superintendent

(308)697-3322

“We were very pleased with everything about the work and quality of work that we saw from your company. Your head man out here was very good. I can’t think of his name but he was very pleasant, very friendly and did a great job. Thank you very much for a job well done.”

First Baptist Church – Lincoln, NE

Mr. Alan More - Facility Manager

(402)477-4198

Stuart Public Schools - Stuart, NE

Mr. Robert Hanzlik - Superintendent

(402)924-3302

"Job foreman was good to work with and the building looks great!"

Marian High School – Omaha, NE

Mr. Sam Troai - Maintenance

(402)571-2618

“Your men did a nice job.”

Murray State Bank – Murray, NE

Mr. Russ Henning - Executive Vice-President

(402)235-2351

Lynch Public Schools - Lynch, NE

Mr. Ted Hillman - Superintendent

(420)569-2081

"This (our) project was managed "professionally" from contact to finish. We were very pleased with our buildings "restored look". Thank you for your on time, on budget and competent job performance."



*NOTES*









**CENTENNIAL PUBLIC SCHOOL BOARD OF EDUCATION ANNUAL CALENDAR OF MEETING TOPICS  
2017**

**January**

1. Install New Members; Elect Officers
2. Discuss Pending Legislation
3. Transportation Needs
4. Board Tentative Annual Calendar of Meeting Topics
5. Negotiations
6. Set Summer Driver Education Rates for Students
7. Assign/designate Person for AHERA
8. Set Rental Fees for School Facilities

**February**

1. Discuss Pending Legislation
2. Consider Summer School
3. Make Committee Assignments; NASB Voting Delegate/LRN Rep
4. Review Curriculum and Graduation Requirements
5. Consider Rates for Out of District Transportation
6. Consider School Calendar for Following Year
8. Appoint Superintendent as Centennial's Federal & State Programs Representative
9. Review Enrollments

**March**

1. Discuss Pending Legislation
2. Take Reduction in Force Action if Necessary; Staffing Recommendations
3. Approve Foundation Board of Director Memberships
4. Consider Administrative Salaries

**April**

1. Consider Textbook Requests
2. Discuss Legislation
3. Discuss Board Retreat

**May**

1. Consider Major Equipment and Furniture Requests
2. Approve Extra Duty Assignments
3. Review Legislation
4. Consider Prices for Admission to School Events; Set Hot Lunch Prices
5. Set Rates for Mileage, Lodging, Meals - Trips

**June**

1. Budget Review
2. Review and Implement Evaluation Procedures for Board of Education, Supt. of Schools and Teachers
3. Consider Athletic Department Budget
4. Consider Handbook Revisions
5. Establish Option Enrollment Class Sizes for Following Year
6. Consider Insurance Bids (As needed)

**July**

1. Budget Review
2. Consider Audit Bids (As needed)
1. Student Fees Hearing
4. Hold Parent Involvement and Title I Parent Involvement Policies Hearing
5. Review Bullying, Multicultural Education, Student Assessment, Teacher Evaluation, Student Academic Performance, Safety and Security Committee, and Attendance and Excessive Absenteeism Policies
5. Consider Appointment of School Attorney
6. Consider Bids for Vehicle Fuel & Milk
7. Approve Board Goals

**August**

1. Hold Budget Hearing/Adopt Budget/Related (This may be a September agenda item)
2. Announce Upcoming NASB District Meetings
3. Review Teaching Assignments
4. Review Transportation Annual Report

**September**

1. Review Enrollment
2. Consider Negotiations Request

**October**

1. Consideration of Past Board Members Meeting (January of even years)

**November**

1. Consider Acceptance of Audit Report
2. Discuss NASB/NASA Convention Plans
3. Board Workshop/Boardsmanship - Schedule a Meeting
4. Multicultural Education Annual Status Report
5. Delegate Assembly/NASB LRN Board Input
6. Board of Education Self-Evaluation

**December**

1. Convention Reports
2. Consider Superintendent Contract
3. Consider Curriculum Changes for Next School Year/SPED Evaluation
4. Special Education Update
5. Superintendent Evaluation

Jay P. Rosane  
7228 North 15<sup>th</sup> Street  
Lincoln, NE 68521  
402-309-5531

January 9, 2017

Dear Principal Bargaen:

This letter is to inform you that I will be resigning my position as a Language Arts teacher at Centennial High School effective at the conclusion of the 2016-2017 school year. I appreciate the valuable opportunity to work in such a great school district.

I will be moving out of state at the conclusion of the school year. I will cherish the time spent with the wonderful student and staff members of Centennial. I feel privileged to have been part of such a professional staff and to have taught and coached students with bright futures ahead.

Sincerely,



Jay P. Rosane

January 6th, 2017

To the Centennial School Board, Mr. DeWaard, and Mr. Borgen:

I regret to inform you all that I will not be returning to Centennial for the 2017-2018 school year. While I have enjoyed the past three and a half years here, I'm finding the need to make more time for my family at home. I'm grateful for the opportunity to teach at Centennial and for the support of the school board and administration. I've learned so much over the last few years. This really is an amazing school district and I'm sorry to leave it.

Best regards,

A handwritten signature in blue ink, appearing to read "Kim Helzer", with a stylized flourish extending to the right.

Kim Helzer

## **3000 Series Policies**

### **Index**

- 3001 – Budget
- 3002 – Deposits
- 3003 – Bid Letting and Contracts
- 3004 -- Purchasing
- 3005 – School Activities Fund
- 3006 -- Intentionally Left Blank
- 3007 – Review of Bills
- 3008 – Gifts, Grants and Bequests
- 3009 – Audit
- 3010 – Insurance
- 3011 – Transportation
- 3012 – School Meal Program
- 3013 – Emergency Closings
- 3014 – Use of School Property
- 3015 – Time Away from School Activities
- 3016 – Smoking
- 3017 – Press Releases
- 3018 – Denial of Access to School Premises
- 3019 – Sale or Disposal of School Property
- 3020 – Copyright Compliance
- 3021 – Operation of School Business Office
- 3022 – Volunteers
- 3023 – Electronic Records Management
- 3024 – Booster Clubs and PTO Policy

- 3025 – Returned Checks
- 3026 – Handbooks
- 3027 – Resolution of Conflicts Between Parents Over School Issues
- 3028 – Sex Offenders
- 3029 – Distribution of Flyers Advertising Non-school Organizations
- 3030 – Automatic External Defibrillator Program
- 3031 – Students Electing to Attend School in Adjoining State
- 3032 – Copying Fees for School District Records
- 3033 – Lending Textbooks to Children Enrolled in Private Schools
- 3034 – Disbursements
- 3035 – Chain of Command
- 3036 – Purchasing Card
- 3037 – Petty Cash Policy
- 3038 – Procurement Suspension and Debarment
- 3039 – Threat Assessment and Response
- 3040 – School Safety and Security
- 3041 – Crisis Team Duties

## **3001 Budget**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

The board shall present the proposed budget to the public so that patrons may review it and participate in any public hearing(s). The board shall consider and adopt the budget in accordance with Nebraska law.

Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

[13-501 et seq](#)

[79-1023 et. seq](#)

**3002**  
**Deposits**

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district representatives shall be receipted, accounted for, and directed without delay to the proper depository. Funds exceeding \$100 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3003**  
**Bid Letting and Contracts**

**1. General Bidding Policy**

- a) At the discretion of the board, contracts may be oral or written, formal or informal, expressed or implied, or true or quasi contracts.
- b) The quality of the product and its suitability for the purpose for which it will be used, not price alone, shall be considered in determining the awarding of contracts.
- c) The board reserves the right to reject any or all bids.

**2. Informal Bidding for Moderate Purchases**

- a) Written or verbal quotes may be requested on orders of supplies and equipment, new construction, or repair and renovation, when the estimated cost is between \$2,000 and \$5,000. These quotes may be accepted without board action.

**3. Formal Bidding for Major Purchases and Construction**

- a) The board or superintendent may solicit either quotes or bids for the provision of large orders of supplies and equipment, new construction, repair or renovation, if the estimated amount for the supplies and/or equipment exceeds \$5,000.00.
- b) Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds \$100,000 for the construction, remodeling or repair of a school-owned building or for site improvement.
- c) In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$100,000.
- d) Advertising for Bids
  - 1) The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
  - 2) Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for

a longer period of time.

e) Bid Documents

- (1) The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
- (2) The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
- (3) Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
- (4) If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
- (5) Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.
- (6) The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

4. **Use of State-Wide Cooperative Purchasing Program.** The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3004**  
**Purchasing**

**1. General Purchasing Policy**

- a) The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
- b) The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- c) The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- d) Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

**2. Building-Specific Purchasing**

- a) School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- b) Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- c) The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- d) The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing

efficient procedures to facilitate the process.

### **3. Purchasing Procedures**

- a) School personnel must secure the approval of an authorized administrator before making any purchases.
- b) Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 5 days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.
- a) Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.
- c) All purchases of goods and services made with district funds must be made on a properly executed purchase order.
- d) All purchases shall be initiated with a purchase order. Purchase orders are signed by the superintendent.

### **4. Purchasing Controls**

The board encourages the administration to help achieve both quality control and the price advantages of purchasing in quantity. The administration is encouraged to:

- a) establish specifications for goods and services as needed;
- b) identify several existing, commercially available "standard brands" that meet those specifications as examples; and
- c) invite vendors to bid, based on those examples, or comparable ones, which the vendors believe to be acceptable according to the specifications.

**5. Relations with Vendors**

- a) The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
  
- b) Unless such purchase is made in compliance with applicable state statutes, no purchase will be made from:
  - (1) a board member or an employee;
  
  - (2) a board member's or employee's parent, spouse, child or a member of his/her immediate household; or
  
  - (3) any enterprise in which a board member or employee has a direct or indirect interest (except public utilities).
  
- c) No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
  
- d) The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3005**  
**School Activities Fund**

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. The school activities fund is a school district account. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund as the board may choose. Funds left in a graduating class's account may be transferred into any other school account at any time after graduation upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3007**  
**Review of Bills**

Board members will review all bills presented to the board for payment and contact the Superintendent with any questions about specific bills prior to the board meeting. The board member may report their recommendations and findings to the board.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3008**  
**Gifts, Grants and Bequests**

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. The superintendent or his or her designee is authorized to accept on behalf of the school district gifts of personal property that are consistent with the district's mission and objectives and which the superintendent reasonably believes has a fair market value of \$10,000 or less. In its sole discretion, the board of education may accept all other donations when they are consistent with the district's mission and objectives. Upon acceptance, donations shall become the sole property of the district. The donation will be under the complete control of the board or school district which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3009  
Audit**

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor is not obligated to follow generally accepted accounting principles (GAAP) but shall conduct the audit according to the standards of the auditing profession.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3010  
Insurance**

The board or education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids or quotes for insurance coverage.

The board shall review its insurance coverage before its expiration date, or as need dictates.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3011**  
**Transportation**

The school district will provide transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3012**  
**School Meal Program**

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3013**  
**Emergency Closings**

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3014**  
**Use of School Property**

1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: weight room, old school gym, and track. The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
  
2. General Facilities Use Guidelines
  - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
  - b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
  - c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.

- d. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- e. The rental fees for school facilities shall be set annually by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the Superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

### 3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.

- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

#### 4. Use of School Property by Student Groups

##### a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district shall bear any costs associated with use by these groups (e.g., the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

##### b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
  - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
  - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before

using school facilities.

- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
  - (1) The facility use will occur during non-instructional time.
  - (2) The district has facilities available to accommodate the group.
  - (3) The use is voluntary and for the general benefit of the student participants.
  - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-school groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
  - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
  - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.

- iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
  - c. Denial of access
    - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
    - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
    - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, faculty, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.
- 7. Proof of Insurance
  - a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.

- b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 2-8-16

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3015**  
**Time Away From School Activities**

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3016  
Smoking**

Smoking, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is permitted by non-students on school property only in specifically designated areas.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3017**  
**Press Releases**

Only individuals who have prior administrative approval may issue press releases regarding school-related activities and events. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3018**

**Denying Access to School Premises or Activities**

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
2. Is unreasonably boisterous;
3. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
4. Causes or attempts to cause damage to school property or to the property of any student or school employee;
5. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
6. Uses vulgar, profane, or demeaning language; or
7. Uses fighting words;
8. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3019**

**Sale or Disposal of School Property**

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3020**  
**Copyright Compliance**

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3021**  
**Operation of School Business Office**

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:30 p.m. every weekday except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, and Christmas Day. If the office is closed on other non-school days it will be posted on the front door of the school. The office shall generally be open, even on days when school is cancelled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3022**  
**Volunteers**

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3023**  
**Electronic Records Management Policy**

In order to meet the District's technical and business needs and to achieve good faith, routine operation of the District's electronic information system, it is the policy of this District to retain electronically stored information in a form with its metadata intact ("ESI") for a period of 30 days from the date the ESI is created ("Retention Period"). At the expiration of the Retention Period, the ESI shall be subject to overwriting or deletion from the District's electronic files and records, except as otherwise required by these policies or state and federal law. When ESI is relevant or may reasonably become relevant to pending or reasonably anticipated litigation, such ESI shall be retained until the pending litigation is over or until the reasonable anticipation of litigation no longer exists, regardless of whether such ESI's Retention Period has expired. When ESI is relevant or may reasonably become relevant to pending or reasonably anticipated litigation, the District's central administration office shall send a litigation hold memorandum to all personnel that may have access to such ESI.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3024

### Booster Clubs and Parent-Teacher Organizations

Parent-teacher organizations and booster clubs (collectively, "Supporting Entities") promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district's involvement with Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity's activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Notwithstanding anything herein to the contrary, an administrator employed by the district may attend the meetings of the Supporting Entity. An administrator who attends Supporting Entity meetings must strongly **recommend** that the Supporting Entity adopt the following policies:

- (a) The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.
- (b) The Supporting Entity should require that
  - i. all checks written out of the Supporting Entity's checking account contain two signatures;
  - ii. sales slips, receipts, or invoices for every expenditure be provided to the Supporting Entity's treasurer and kept in the Supporting Entity's records; and
  - iii. bank statements be reviewed and approved by the Supporting Entity treasurer and reconciled by a Supporting Entity officer that does not have check-signing authority.

Supporting Entities may only use the district's facilities for meetings or public activities, and may only use the district's names, logos, or mascots, upon prior written approval of a district administrator.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3025**  
**Returned Checks**

Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus a \$10.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3026**  
**Handbooks**

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

### **3027**

#### **Resolution of Conflicts Between Parents Over School Issues**

It is in students' best educational interests to have parents work cooperatively with each other and with school personnel regarding their children's education. In certain circumstances, parents disagree with each other regarding their children's education or other issues involved with the school district. Though such disagreements typically occur with separated or divorced parents, this regulation is not limited to those circumstances.

##### **1) Obtaining Records and Conferring with Teachers.**

All parents can obtain their children's records and meet with their children's teachers regardless of custody or visitation rights unless a court enters an order otherwise or their parental rights have been terminated. The district will not schedule separate parent-teacher conferences absent extraordinary circumstances.

##### **2) Accessing a Child at School/Picking Up a Child.**

School personnel will neither interpret nor enforce court orders governing the relations between separated or divorced parents unless the court order terminates the parental rights of a parent, limits a parent to supervised visitation with minor children or otherwise specifically limits the parent's access to the child at school. In all other circumstances, parents may contact their child while at school or pick a child up from school at any time. School staff are not responsible for enforcing visitation schedules contained in any court order to which the school district is not a party.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3028**  
**Sex Offenders**

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

### **3029**

## **Distribution of Flyers Advertising Non-School Organization Activities**

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district will distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer may not contain statements that are obscene, lewd, vulgar, profane; violate federal, state or local laws or regulations; violate board policy; advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs; incite violence; advocate use of force or urge violation of federal, state or municipal law, district policy or regulations; interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3030**

### **Automatic External Defibrillator (AED) Program**

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. The school district has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the AED Program Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in all locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

#### **1. Equipment**

Equipment shall be an automated external defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an automated external defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

When the school acquires an AED it will notify the local emergency medical service of the existence, location, and type of the AED, and will notify EMS of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

#### **2. Program Coordinator**

a. The School District's AED Program Coordinator is the school nurse.

b. The Program Coordinator shall:

- Consult with the school's administration and the medical advisor to develop a written protocol for the use of AEDs, and post such protocol near each AED
- Select employees for AED training

- Arrange for appropriate training of anticipated users at least annually
- Maintain a training schedule that includes the names of those trained and dates both of current training and dates for recertification.
- Check equipment according to the manufacturer's guidelines and take appropriate action in the event of any variance or need
- Maintain on file a specification sheet on each approved AED model
- Monitor the effectiveness of this system
- Communicate with medical director on issues related to medical emergency response program including post-event reviews
- Coordinate with the local fire department and police department
- Take appropriate steps after an AED event, including sharing of data with appropriate medical and EMS personnel, cleaning, replacing or recharging components of the AED as appropriate.

### 3. Medical Oversight

a. The medical advisor of the AED program is Trisha Sams, MD.

b. The medical advisor has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation
- Evaluation of post-event review forms and digital files downloaded from the AED

### 4. Volunteer Responders

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience, and may include CPR, AED or medical first aid.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3031**

**Students Electing to Attend School in Adjoining State**

The board shall deny applications of students seeking to attend school in an adjoining state. The board shall make an exceptions to this policy only upon a showing by the student's family that (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

This policy shall not apply to out-of-state placements of students with verified disabilities by their Individualized Education Plan Teams.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3032

### Copying Fees for School District Records

Requests for copies of school district records shall be subject to applicable copying fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

**Student Records.** Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: 10 cents for each letter sized copied page and 50 cents for each legal sized copied page.
- Computer data printouts: 10 cents for each page for black and white and 20 cents for each color page.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

**Student Records – Transfer School.** A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

**Public Records.** Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional

payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- The actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first four hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first four hours.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: 10 cents for each letter sized copied page and 50 cents for each legal sized copied page.
- Computer data printouts: 10 cents for each page for black and white and 20 cents for each color page.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

**Deposit.** The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

**Waiver.** Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

### **3033**

#### **Lending Textbooks to Children Enrolled in Private Schools**

The school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15<sup>th</sup> prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

The term textbook means books or electronic media such as DVDs, audio CDs, CD-ROMs, audiotapes, and videotapes that are designated for use by individual students in classroom instruction as the principal source of study material. It does not include library books, teacher's editions, workbooks and other similar consumable materials, and any book or material designated for classroom, and not individual use. Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15<sup>th</sup>, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15<sup>th</sup> prior to the school year for which the application is made. The district shall maintain a

supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15<sup>th</sup>. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3034**  
**Disbursements**

Notwithstanding any provision of any other policy, facsimile signatures of board members may be used to sign any warrant, check, or other instrument drawn upon bank depository funds of the district, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

### 3035

#### Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

<b>Student Discipline:</b>	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
<b>Instruction or Curriculum:</b>	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
<b>Transportation:</b>	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
<b>Facilities, Grounds, or Maintenance:</b>	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
<b>Policy or Handbook:</b>	1. Principal 2. Superintendent
<b>Athletics:</b>	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
<b>Personnel:</b>	1. Employee in question 2. Principal 3. Superintendent
<b>All Other Matters</b>	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at [www.centennialbroncos.org](http://www.centennialbroncos.org).

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

**Unauthorized Purchases.** In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Authorized Users.** Individuals holding the following titles may be assigned an individual purchasing card: Superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

**Documentation.** Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt and a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) **shall** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) **may** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall

reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

**Reward Points or Rebates.** Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

**Purchase Review Procedures.** The superintendent, or his or her designee, and the bookkeeper shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **3037 Petty Cash**

The school district office shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

**Fund Custodians.** The amount of the fund will not exceed \$500. The superintendent of his/her designees shall be the custodians of the petty cash fund and shall administer and be responsible for it.

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

**Documentation.** All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

**Unauthorized Purchases.** In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Purchase Review Procedures.** The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with petty cash fund documentation that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided by board policy or as otherwise allowed by law.

**Reconciliation and Closeout.** Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (June 30<sup>th</sup>). The petty cash fund will be reestablished by the board of education at its July meeting or at such other meeting as determined by the board.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3038**  
**Procurement, Suspension, and Debarment**  
**Governed by Federal Procurement Regulations**

For purposes of federal procurement and contracts utilizing federal funds, the District awards contracts only to responsible vendors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3039

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

All staff and students must report any threatening statements or behavior to a member of the administration. 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.

#### **2. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, principals, special education director, counselors, and local law enforcement. 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.

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

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of

concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and 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.

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

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and 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 if that individual is a minor.

#### **5. 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.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3040**  
**School Safety and Security**

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

**I. General Safety and Security**

**a. NDE Rubric**

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

**b. School Hours**

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

**c. Access to School Facilities**

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

**d. Memorials**

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be

displayed anywhere on the school premises without board approval.

- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

## **II. Superintendent's Duties Related to Safety and Security**

### **a. Appointment of Crisis Team**

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

### **b. Compliance with Fire and Safety Codes**

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

### **c. Annual Safety Audits**

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

#### **d. Mutual Aid Agreements**

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

### **III. Building Principals' Duties Related to Safety and Security**

#### **a. Positive and Safe Learning Environment**

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

#### **b. Visitor Protocol.**

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

**c. Emergency Drills**

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3041 Crisis Team Duties**

The crisis team is responsible for planning for the safety and security of the school, staff, and students. The teams will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

### **1. Membership on and Chair of Team**

The superintendent will appoint members to serve on the crisis team.

If the superintendent does not serve on the crisis team personally, he/she shall appoint an individual to serve as the chair of the crisis team. The chair of the crisis team shall have the responsibility of scheduling crisis team meetings, documenting crisis team actions and reporting to the board at least annually on the district's All-Hazard School Safety Plan and other activities of the crisis team.

### **2. Meetings of the Crisis Team**

The crisis team will meet at least twice annually with representatives from local law enforcement and local fire and rescue personnel. At these meetings, the team will coordinate with local agencies to prepare for and communicate about a variety of real world scenarios.

The crisis team will meet at such additional times as necessary to fulfill the duties given to it pursuant to this policy.

### **3. School Self-Assessment**

The crisis team shall conduct the self-assessment created by the Nebraska Department of Education as part of its School Safety and Security Standards. This assessment shall be conducted for each school building. The team shall report the results of this self-assessment to the superintendent and to the board of education.

Either the superintendent or the chair of the safety committee will also report the results of the self-assessment to the Nebraska Department of Education.

### **4. All-Hazard School Safety Plan**

The crisis team will create an All-Hazard School Safety Plan. The plan must be customized to the needs of each of the school district's buildings. The plan must include all of the components required by the

School Safety and Security Standards adopted by the Nebraska Department of Education, and shall meet at least the minimum indicators set by those Standards.

The crisis team shall share a copy of the district's All-Hazard School Safety Plan with local authorities and first responders.

The chair of the crisis team shall provide a copy of the district's All-Hazard School Safety Plan to the NDE Security Assessor at least one-week prior to the assessor's scheduled visit to the district.

#### **5. Standard Response Protocol (SRP)**

Crisis team shall be knowledgeable about the Standard Response Protocol promoted by the "I love u guys" Foundation.

The crisis team will coordinate with members of the administrative team to arrange for all students, employees and other individuals who routinely use the district's facilities to receive SRP training and guidance.

The crisis team will assess the need for SRP to be implemented at off campus locations where students may be present for school activities.

The crisis team will confer with individuals knowledgeable about students, staff or patrons who may have special needs in order for those individuals to be able to understand and implement the SRP.

#### **6. Consultation With Building Principals**

The crisis team shall confer with the principal of each building within the district to ensure that visible signage is present in each building which meets the needs of local emergency responders

The crisis team will review the utility of non-required drills in light of the needs and unique circumstances present within each building within the district. Non-required drills recommended by NDE include lock-down, lock out, evacuation, shelter and reunification process. The crisis team will consult with building principals to review both required and non-required drills.

#### **7. Consultation with Threat Assessment Team**

The crisis team will consult with members of the threat assessment team to determine if the district's All-Hazard School Safety Plan has been appropriately implemented and if it should be modified or updated.

**8. Review of Training**

The crisis team shall review the training which the school system provides for specified employees in required areas to comply with local, state, and federal regulations.

The crisis team shall also review any non-required training which could be provided to appropriate staff to increase the safety and security of the school district and its students, staff and patrons. If the team believes such non-required training would be beneficial, it shall recommend to the superintendent that the training be provided to the identified staff member at district expense.

**9. Communication with School Community and Stakeholders**

The crisis team will work continuously to improve communication with the school community and relevant stakeholders. This communication shall include, but not be limited to, the communication strategies and protocols identified in the district’s All-Hazard School Safety Plan.

**10. Communication with the Board of Education**

The crisis team will report to the board at least annually on its activities. This report may be included as part of the superintendent’s report at a regular board meeting.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## Centennial Public School Rental Fees

	Non-Profit	Profit
Downtown Gym	\$50	\$100
Multipurpose Room (Small Gym)	\$30	\$50
Kitchen	\$50	\$100
<b>**A School Employed Kitchen Staff Member must be present and paid by the renter.</b>		
Cafeteria	\$25	\$50
East Gym	\$75	\$200
West Gym	\$100	\$250
Commons Area Outside Gyms	\$50	\$100
Classroom	\$15	\$25
Auditorium	\$100	\$250
<b>**A school approved light and sound technician must be present and paid by the renter.</b>		

# APPLICATION FOR RENTAL OF CENTENNIAL PUBLIC SCHOOL FACILITIES

Name/Organization Making Application \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DATE & TIME YOU WANT THE FACILITY \_\_\_\_\_

Facility You Desire to Rent: (Non-Profit fees are only for organizations that do not charge admission. Profit fees are for any organizations that charge admission into their event.)

- Old Gym (Non-Profit Event - \$20; Profit Event - \$50; Dance - \$100)  
\*\*Any dance must be approved by the board of education.
  
- Multi-Purpose Room (Non-Profit Event - \$30; Profit Event - \$50)
  
- Kitchen (Non-Profit Event - \$50; Profit Event - \$100)  
\*\*A school employed kitchen staff member must be present and paid by the renter.
  
- Cafeteria (Non-Profit Event - \$20; Profit Event - \$50)
  
- Large Gym (Non-Profit Event - \$75; Profit Event - \$200)
  
- Classroom (Non-Profit Event - \$10; Profit Event - \$25)
  
- Auditorium (Non-Profit Event - \$100; Profit Event - \$250)  
\*\*A school approved light and sound technician must be present and paid by the renter.
  
- Alumni Association – No Charge

Write a statement explaining the purpose of desiring to rent a school facility.

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If this rental is approved I hereby agree that I will be responsible for acts of vandalism (that take place while I rent the facilities), making sure all lights are turned off and doors are locked when I leave. I further agree to enforce no smoking rules or the use of alcoholic beverages on school premises. I also agree not to allow any student in grades K-12 to participate in any athletic practice or games. I further accept the responsibility to ensure payment to Centennial for any glass backboard breakage (est. cost is \$750).

Signature of Renter

Date

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For School Use Only       Approved       Not Approved

## Centennial Public School Facility Use Application

Applicant Name ("Applicant"): \_\_\_\_\_  
Organization Name ("Organization"), if applicable: \_\_\_\_\_  
Applicant's Position within Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Description of Requested Use: \_\_\_\_\_  
\_\_\_\_\_

Is your organization a registered 501(c)(3) or other nonprofit?     Yes     No  
Date of Requested Use: \_\_\_\_\_ Time of Requested Use: \_\_\_\_\_ to \_\_\_\_\_  
Facility/Room Request, if preferred: \_\_\_\_\_  
Expected Number of Attendees: \_\_\_\_\_

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of \$1 million per occurrence and \$5 million aggregate
- I/we have other coverage: \_\_\_\_\_
- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000.00 per occurrence and \$5,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed

operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For District Use Only***

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ \_\_\_\_\_
- Kitchen: \$ \_\_\_\_\_
- Technology: \$ \_\_\_\_\_
- None

Total Fee Required to Grant Use: \$ \_\_\_\_\_

**York Public Schools**  
*Use of School Facilities, Buildings, and Properties*



***Reservation Procedures***

People wishing to use York Public Schools facilities are requested to make application through the activities director (or his/her designee) at least five (5) working days prior to the date to be considered. Community Education activities scheduled at York Middle School will be set up and managed by our Adult Education/Community Education Coordinator(s). Requests for the use of school buildings and facilities must be renewed each school year.

***Priorities for Use***

1. Activities and programs of the York Public Schools directly related to the instructional and educational program of the District.
2. Events or activities designed to serve youth and citizens or the school community which are planned and directed by school-attached groups, and/or connected with a community recreation program.
3. Use by community organizations whose primary purpose is service to youth or, through the use of school facilities, is the improvement of the general welfare of the community and for which no admission is charged.
4. Use by civic and service groups whose purpose, through the use of school facilities, is to improve the general welfare of the community for which admission is charged with net receipts expended for the welfare of the pupils or charitable purposes.
5. Use by individual groups who are eligible to rent the facilities for legitimate purposes and whose net receipts are not for the welfare of the pupils or charitable purposes.

***Right to Deny***

The school district is the final authority on the interpretation and modification of the policy on public use of school facilities and reserves the right to deny the use of facilities to any person or organization at any time.

***Group Parties or Dances***

Groups or individuals will not be permitted to rent or use the school district's facilities for parties, celebrations, wedding receptions, dances, etc.

***Responsibility of Applicant***

The individuals and/or group shall be held fully responsible for the proper use of the building facilities, the conduct of the persons in attendance, and the scheduling of the activities within the time limit of the request. All activities must be under the sponsorship and supervision of a competent adult(s). Should damage or theft occur as a result of the use of the facility, in order to comply with this responsibility, the individual or group shall forfeit their deposit (if one was required) and/or make prompt payment for any assessments levied by the school district.

Sponsoring organizations will conduct orderly meetings, and such gatherings are not to incite others to disorder. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of race, creed, color, sex or national origin. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment will NOT be permitted.

***Smoking/Alcoholic Beverages/Soft Drinks/Gambling***

The use of intoxicating liquor and/or tobacco is not permitted in York Public Schools buildings. Smoking is not permitted anywhere on York Public Schools property. The York Public Schools are under exclusive contract with a beverage company, and no beverages, other than products provided by that company, may be provided or sold at activities held in YPS facilities. Gambling is prohibited in all school facilities and on school grounds.

***Inclement Weather***

All use of schools by outside groups shall be automatically cancelled when schools must be closed due to inclement weather or other emergency conditions.

***Classroom Fee/Custodial Check-Fee***

Depending on the date/time of an event and whether or not custodians are already scheduled in that building as part of their normal duties, renting individuals or groups may be required to pay \$15 for classroom usage in order to pay for a custodian to check the facility(ies) at the end of the event. If not more than one (1) hour of custodial clean-up/shut-down time is needed, the group/individual will not be charged further for custodial time. If, however, the clean-up/shut-down after the event will take more than one (1) hour, the renting group/individual will pay for custodial clean-up/shut-down at the rate of \$30.00 per hour.

If the opening or closing of the facility is outside of the regularly scheduled building hours, an opening/closing or closing fee of \$30.00 will be assessed. When an event is held outside of normal building hours, a custodian must be on duty at all times. The hourly wage paid to custodian personnel will be \$30.00. This will be paid in addition to the fee for use of the facilities. This rate is subject to change.

In the event the group or organization rents the kitchen of one of the school buildings, a member of the District's food preparation staff shall also be on duty, at a rate of \$30.00 per hour, during the use and clean-up of the kitchen.

***Item Replacement***

In determining the cost of the replacement of any damaged or destroyed property and/or equipment, the fee will be the "replacement" cost of the item that is damaged.

***Building Use Without Charge***

School organizations, such as school-sponsored student organizations, school employee groups, and educational organizations are granted building use without charge as long as they do not conflict with regular school sessions. Community education programs will not be charged. York Public Schools coaches and sponsors who conduct camps and practices for York Public Schools students will be allowed to use facilities without charge. In addition, the activities director may waive the rental fee for school-affiliated and community or child service organizations in some instances.

### ***Sound & Lighting/School Equipment***

The only people allowed to use the sound & lighting equipment in the theater are to be school personnel specifically trained to use such equipment. No other people outside the school are to use it. Any group using the theater will be required to pay a Maintenance Surcharge of \$10, which will go into a fund used to replace lights, sound equipment, etc.

School equipment such as projectors, VCR's, musical instruments, etc., may not be loaned or rented for use outside of the school without special permission of the activities director or his/her designee. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when required must be by school personnel, the cost of which will be added to the regular fee.

### ***Clean Up***

All renting organizations/individuals will be responsible for cleanup of the facility unless otherwise arranged with the activities director or his/her designee.

### ***Payment Procedure***

All payments for the use of school facilities must be received in the office of the activities director ten (10) days after the event. Failure to comply with this regulation shall be considered justification for canceling the permit or withholding permission for subsequent use of a school facility. The school district assumes no responsibility for loss or damage to any equipment owned by persons or groups renting facilities.

### ***Deposit***

All renting organizations/individuals will pay a deposit of \$100 at least three (3) days prior to the event. After the event, the deposit will be returned to the renting group/individual, minus the fee charged to the group and minus any payment for custodial time required.

### ***Holidays***

School facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday through Easter Sunday, Memorial Day weekend (Saturday, Sunday, Monday), and the Nebraska School Activities Association (NSAA) five day moratorium. Exceptions to the above may be granted solely by the activities director or his/her designee.

**York Public Schools Facility Rental Agreement must be completed prior to facility use.**

**Fee Schedule**

<b>Class I</b>	Civic organizations devoted to community interest and child welfare. Admission and donations not solicited. No charge and must be approved by the activities director. There will be no rental fee but, the \$15 custodial fee will still apply.
<b>Class II</b>	Organizations not operating for profit but devoted to community interest. Admission is charged or donations are solicited.
<b>Class III</b>	Groups operating for a profit.

<b>Facility</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>
<b>Classroom</b> <input type="checkbox"/> Fee includes minimal custodial services to check classroom at conclusion of use – subject to additional charge for custodial services.	\$15	\$15	\$15
<b>Gym</b> <ul style="list-style-type: none"> <li>• Half-Day</li> <li>• Full-Day</li> </ul> <input type="checkbox"/> Fee includes minimal custodial services to check facility at conclusion of use – subject to additional charge for custodial services.		\$50 \$100	\$100 \$200
<b>Cornerstone Wrestling and Activities Center</b> <ul style="list-style-type: none"> <li>• Half-Day</li> <li>• Full-Day</li> </ul> <input type="checkbox"/> Fee includes minimal custodial services to check facility at conclusion of use – subject to additional charge for custodial services.		\$50 \$100	\$100 \$200
<b>Theater</b> <ul style="list-style-type: none"> <li>• Half Day</li> <li>• Full Day</li> <li>• Sound &amp; Lighting – per person/per hour</li> <li>• Maintenance Fund Surcharge</li> </ul> <input type="checkbox"/> Fee includes minimal custodial services to check facility at conclusion of use – subject to additional charge for custodial services.	\$10	\$50 \$80 \$15 \$10	\$100 \$160 \$15 \$10
<b>Kitchen</b> <ul style="list-style-type: none"> <li>• Half-Day</li> <li>• Full-Day</li> </ul> <input type="checkbox"/> Fee includes minimal custodial services to check facility at conclusion of use – subject to additional charge for custodial services.		\$25 \$50	\$50 \$100
<b>Air Conditioning – per hour</b>		\$30	\$30
<b>Open or closing fee – if applicable</b>	\$30	\$30	\$30
<b>Track</b>		\$250	\$300
<b>Other YPS Facilities</b>	TBD	TBD	TBD

TBD= To be determined.

Half Day = 1-4 hours. Full Day = 4+ hours

**Secondary Principal's Report  
January 9, 2017**

- 1. 2<sup>nd</sup> Semester Is Underway and it began with Teacher In-Service on January 3rd...**
- 2. I will be meeting with seniors soon to discuss their progress towards graduation...**
- 3. We are beginning to do some ACT prep work this week with our junior class...**
- 4. The Community Blood Bank's mobile blood drive RV will be at Centennial on Wednesday, 1/11/17, from 12PM-4PM. Please consider donating if you are able.**

**SUNDAY PRACTICE REQUESTS**

**Jan 29th (Girls & Boys) - SNC Tourney begins Jan 30th**

**Feb 12th (Girls) - Sub-districts begin Feb 13th**

**Feb 19th (Boys) - Sub-districts begin Feb 20th**

**Feb 26th (Boys) - District Final Feb 27th (if needed)**

## SUPERINTENDENT'S REPORT

January 9, 2017

1. NASB will be hosting their Legislative Issues Conference on Sunday, January 22<sup>nd</sup> and Monday, January 23<sup>rd</sup> at the Cornhusker in Lincoln. Along with the Legislative Issues Conference, Monday afternoon there will be a Budget & Finance Workshop. If you are interested, please let me know.
2. The Education Forum will be held in Kearney on February 8<sup>th</sup> and 9<sup>th</sup>.
3. NRCSA will be hosting a Legislative Forum on Wednesday, February 22<sup>nd</sup> at the Cornhusker in Lincoln. This workshop allows the opportunity to have lunch with our senator. The details are still being finalized for this conference.
4. The NRCSA Spring Conference will be held on March 23<sup>rd</sup> and 24<sup>th</sup> in Kearney. This is generally one of the best conferences of the year. Please try to attend if possible.
5. We need to schedule a negotiations meeting. Looking at the possibility of Wednesday, January 18<sup>th</sup>.

Elementary Principal's Report

Marni Parrack

January 9, 2017

1. Elementary Activities from 12/13 - 1/9:

- a. Elementary students went to see *Sing* in York on 12/21. Thanks go out to PTO, through the Boxtops we made this happen.
- b. Christmas parties were held on 12/22.
- c. MAP testing begins next week.
- d. Additional Elementary Teacher - Liz Morenzoni

2. Enrollment as of 1/9/17

- Preschool 3s: 19
- Preschool 4s: 22
- Kindergarten: 28
- 1st Grade: 29
- 2nd Grade: 20
- 3rd Grade: 31
- 4th Grade: 27
- 5th Grade: 31
- 6th Grade: 30

Total Enrollment: PreK-6 - 237

Total Enrollment: K-6 - 196