

## **Cozad Community Schools**

### **Board of Education Regular Meeting**

**Monday, December 12, 2022 7:00 PM**

#### **Office of the Superintendent**

Mission: The mission of Cozad Community Schools is to prepare students to be lifelong learners and productive, responsible citizens by providing a quality education in cooperation with family and community.

Values - Guiding Principles

Respect - Trust, appreciate, celebrate, value, act with urgency

Integrity - Do the right thing, deliver highest quality instruction and practice full accountability

Teamwork - Teamwork at all levels districtwide, recognize and celebrate, have fun and enjoy

Innovation - Positive attitude, open to new ideas,

Courage - Embrace change and take calculated risk, encourage others, communicate directly with respect

## **1. BOARD OF EDUCATION REGULAR MEETING 7:00 P.M.**

### **1.1. Call to Order, Roll Call**

### **1.2. Nebraska Open Meeting Law, Publication of Meeting**

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

### **1.3. Excused/Unexcused Board Member Absence**

## **2. PUBLIC COMMENTS**

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

When you have been recognized, please stand and state your name and address and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

## **3. PRINCIPAL/ADMINISTRATIVE REPORTS**

### **3.1. Patty Wolfe Report**

### **3.2. Corey Fisher Report**

# Cozad High School

1710 Meridian Ave., Cozad, NE 69130

Corey Fisher, Principal

e-mail: [corey.fisher@cozadschools.net](mailto:corey.fisher@cozadschools.net)

Phone: (308) 784-2744

## THE BIG 3:

- BE HONEST
- BE RESPECTFUL
- BE ACCOUNTABLE

Date: December 12, 2021

Re: Board Report (High School)

## NATIONAL HONOR SOCIETY FOOD DRIVE FOR COMMUNITY FOOD PANTRY:

The Cozad High School National Honor Society again held their annual Food Pantry Canned Food Drive competition in late November. A total of 15,244 pounds of food was raised to help local families with Christmas boxes and food throughout the winter season. This is well above the 13,111 pounds of food that was raised in 2021. This is an annual community service event our schools participate in and a great opportunity for our students to engage in our community. As has been the tradition, classes compete against each other to earn early dismissal time on the last day of school for the semester. Below are the results of this year's Food Drive Competition.



**NHS FOOD DRIVE**

**Total Donations: 15,244.6 Pounds of Food**

HERE IS HOW EACH CLASS FINISHED AND ALSO THE ORDER WE WILL DISMISS FROM SCHOOL ON WEDNESDAY, DECEMBER 21st

- 1st Place with 11,602.4 pounds — Senior Class — **NO SCHOOL on Dec. 21st**
- 2nd Place with 1,846 pounds — Sophomore Class — **Leaving after 3rd period**
- 3rd Place with 957.8 pounds — Freshmen Class — **Leaving after second lunch**
- 4th Place with 838.4 pounds — Junior Class — **Leaving after 7th period**

## TEACHER EVALUATIONS:

- I have conducted the fall formal evaluations for all probationary, non-tenured teachers at the high school as required by board policy. A reminder that tenured teachers are evaluated at least once per school year and non-tenured (probationary) teachers are evaluated at least twice per school year (once per semester).

## 2023-2024 STUDENT REGISTRATION AND COURSE SCHEDULING:

- We are beginning initial discussion for and early preparation for student registration and course scheduling for the 2023-2024 school year. We will begin student-pre-registration in February and begin building the 2023-2024 class schedule once students have completed class registration requests.
- Our goal again this year is to develop the 2023-2024 class schedule early in the semester in order to allow teachers adequate time to prepare for the 2023-2024 school year, more efficient budgeting/requisitioning processes and less adjustment to student schedules at the start of next school year.
- Mr. Williams, Mrs. Haarberg, Mr. Revelo, Mrs. Wolfe and I will continue to work with curriculum departments in the coming weeks as we work to update course descriptions, complete student registrations and develop the schedule.

**ALTERNATIVE EDUCATION UPDATE:** We are nearing the completion of the first semester of the new Alternative Education Program for middle and high school students. There are middle and high school students who are attending in the morning session and there are high school only students attending in the afternoon session.

- Ms. Sandra Burke is the new teacher assigned to the Alternative Education classroom and has done a great job with building relationships with students and collaborating with administration as we continue to build the program specifics.
- The primary goal remains to improve credit acquisition for all students participating in the Alternative Education Program.

## CONTINUOUS SCHOOL IMPROVEMENT PROCESS (CIP) AT CHS:

- School Improvement has a renewed focus throughout the entire district. This past Wednesday, December 7th the High School Integrated Team held our first meeting of this school year and began working through the step by step process we will use to identify our improvement goals for the coming three plus years. The CHS Integrated, MTSS and Core Curriculum Teams are shown below:

<b>High School Teams:</b>			
<b><u>MTSS- Building Integrated:</u></b>			
Corey Fisher* (HS-Principal)	Marcie Kostrunek (Spanish)	Dawn Beans (CTE)	Nick Auwerda (Sci.)
Jordan Haarberg (HS-Counselor)	Jeremy Yilk (AD/Asst.Principal)	Daniel Revelo (HS-Counselor)	Kyle Vincent (S.S.)
Connor Williams (Dir. T/L)	Karen Klein (HS-SPED)		
<b><u>MTSS- Reading:</u></b>			
Woody Blackmore* (ELA)	Jan Kloeping (ELA)	Marissa Campbell (ELA)	Ethan Haarberg (HS-SPED)
Connor Williams (Dir. T/L)	Corey Fisher (HS-Principal)		
<b><u>MTSS- Math:</u></b>			
Chris Tvrdy* (Math)	Ron Bubak (Math)	Kristen Wilkins (Math)	Connor Williams (Dir. T/L)
Corey Fisher (HS-Principal)			
<b><u>MTSS- Behavior:</u></b>			
Jordan Haarberg* (HS-Counselor)	Corey Fisher (HS-Principal)	Dawn Beans (Business)	Jeremy Yilk (AD/Asst.Principal)
Jayce Dueland (CTE)	Trey Botts (HS-Art)	Amanda Rossell (S.S.)	Patty Wolfe (Director of Technology)
Marcie Kostrunek (Spanish)	Daniel Revelo (HS-Counselor)		
<b><u>MTSS Social Studies:</u></b>			
Amanda Rossell* (S.S.)	Kyle Vincent (S.S.)	Derek Hammerlun (S.S.)	Connor Williams (Dir. T/L)
<b><u>MTSS Science:</u></b>			
Nick Auwerda* (Sci.)	Jacob Brummer (Sci.)	Paul Besong (Sci.)	Connor Williams (Dir. T/L)
Corey Fisher (HS-Principal)			

**STUDENT CREDIT ACQUISITION TRACKING:** In August I informed parents of our focus on tracking student passing rate throughout each semester and each school year. We have also held that our goal is for 97% or more of all high school students to earn full credits for the classes in which they are enrolled in a given semester. Below is the data that was shared in August from previous semesters and the updated data for this fall semester.

- We do track student passing rate each week and students and staff are informed of our weekly percentage each week.
- The Wednesday After School Program (W.A.S.P.) continues to be a positive support program for students who need extra work time or additional academic support.
- Parent communication has also been a focus for our staff this semester and has resulted in greater parent involvement especially for students not performing at an expected level.

**May 2021** → **79%** of all students earned full credits for classes in which they were enrolled.

### **2021-2022 School Year:**

- December 2021 → **86%** of all students earned full credits for the semester for classes in which they were enrolled.
- May 2022 → **91%** of all students earned full credits for the semester for the classes in which they were enrolled.

### **2022-2023 School Year:**

- 2022-2023 Fall Semester **Weekly Average** → **90%** of all CHS students passing all classes.
- December 2022 → **???** of all students earned full credits for the semester for the classes in which they were enrolled.
  - We will identify the percentage of students who will earn full credits for this semester after December 21st.
  - At this time, I anticipate that percentage to be above 94%.

**3.3. Jeremy Yilk Report**

**3.4. Brian Regelin Report**

**3.5. Kyle Hoehner Report**

**3.6. Teresa Schneider Report**

**3.7. Connor Williams Report**

**4. SUPERINTENDENT REPORT**

**5. CONSENT AGENDA**

**5.1. Approval of the Minutes of Previous Meeting(s)**

11.14.2022- Regular Board of Education, 7pm

**Board of Education Regular Meeting**

Monday, November 14, 2022 7:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Cozad Local
- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library

Posted Date: 11/9/2022

The meeting was called to order at 7:00 PM

Ann Burkholder: Present

Joel Carlson: Present

Judy Eggleston: Present

Kiley Goff: Present

John Peden: Present

Michele Starman: Present

Present: 6.

Present: 5, Absent: 1. Ann Burkholder left the meeting at 8:20pm.

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No public comment was made.

## **3. AUDIT REPORT VIA TELECONFERENCE CALL WITH MARY LUTH, FROM ALMQUIST, MALTZAHAN, GALLOWAY AND LUTH**

Motion to approve the audit as presented Passed with a motion by John Peden and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea  
Yea: 6, Nay: 0

Kyle Overturf from AMGL. CPA and Advisors, called in and presented the Cozad Community Schools Audit report performed on September 13th.

## **4. PRINCIPAL/ADMINISTRATIVE REPORTS**

### **4.1. Patty Wolfe Report**

#### **1. Updates from last month:**

- 1. Emergency Connectivity Funding (ECF) - Payment of reimbursement of \$23,520.00 was approved by ESUC and money will be deposited into Cozad Community School account**

2. **Professional Development-Nebraska Fall Ed Tech Conference-November 7th, Kearney, NE-Attendees: Patty Wolfe (District), Lexi Trimble (Elementary), Ethan Schilz (MS), and Jennifer Walls (MS/HS)**
3. **Board Devices will give at end of meeting. Updated and ready to use. Old devices will be recycled**

## **2. Nebraska Education Profile (NEP) data**

1. <https://nep.education.ne.gov/snapshot.html#24-0011-000>
2. **NDE does not have a set date for when NEP will be released to the public but likely some time next week - an email will be sent to Mr. Ford, our superintendent when that date is set**
3. **Mr. Ford will be discussing in his board report**

## **3. Canvas Parent Accounts**

1. **Parents can sign up as an observer**
  1. **Events and assignments due dates**
  2. **Announcements**
  3. **Course content**

**Sent email to parents and posted on website and social media**  
<https://www.cozadschools.net/article/885275>

## **4.2. Corey Fisher Report**

### **VETERANS DAY PROGRAM:**

- **The annual Cozad Community Veterans Day Program was held on Friday, November 11th in the CHS Gymnasium. Middle and High School students and staff welcomed and celebrated community Veterans and the CHS Band and Choir students participated by singing patriotic numbers during the program.. THANK YOU to the Cozad VFW Post #890 and Melanie Nutt for their collaboration and helping organize the program.**

### **CHS MTSS BEHAVIOR TEAM:**

- **The CHS MTSS Behavior Team held its first meeting of the 2022-2023 school year on Monday, November 7th. The MTSS Behavior Team is comprised of multiple high school teachers, counselors and administrators. The primary objectives for this MTSS team is, in part, to identify and analyze student**

behaviors that impact learning at all levels and then to collaborate and implement strategies and programs aimed at improving core behaviors that impact student learning and the learning environment.

- We will continue to meet throughout the 2022-2023 school year. Members of the CHS MTSS Behavior Team are: Dawn Beans, Trey Botts, Daniel Revelo, Marcie Kostrunek, Jayce Dueland, Jordan Haarberg, Amanda Rossell, Jeremy Yilk, Patty Wolfe and Corey Fisher.

#### **International Expert Resources (IER Teacher Exchange Program):**

- Mr. Paul Besong has been a member of the CHS Faculty since the start of the 2022-2023 school year. Cozad High School has worked with the International Expert Resources Exchange Program to bring Mr. Besong to CHS.
- Mr. Besong is teaching Biology, Honors Biology and Anatomy and Physiology at the high school.
- Mr. Besong and some of our students will be participating in a multi-cultural event on November 18th. Mr. Besong will be required to engage himself and our students in various multi-cultural activities during his tenure here. You can learn more about this first event by clicking on this link: [https://assets.ierexpertresources.com/media/Multicultural\\_Event\\_Teaser\\_2022.mp4](https://assets.ierexpertresources.com/media/Multicultural_Event_Teaser_2022.mp4)

#### **NHS & CCSA AWARDS:**

- The annual Fall National Honor Society (NHS) Induction Ceremony and Cozad Community Scholastic Association (CCSA) Awards night was held on Monday, October 24th.
- Since 1946, students have been performing the National Honor Society induction ceremony at Cozad High School making it the longest standing tradition in our school's history. The CHS National Honor Society welcomed four new members during the fall ceremony and they are: Makaia Baker, Andrea Meester, Hayden Russman and Makenzie Smock.
- The Cozad Community Scholastic Association was organized in January of 1958 to honor Cozad High School students for their academic accomplishments at a special awards night. This year monetary awards were given to the first, second and third place winners in the Freshman through Senior classes in the areas of Language Arts, Math, Reading, and Science. All students who score in the 90th percentile on the MAPs test received certificates. You can access a complete list

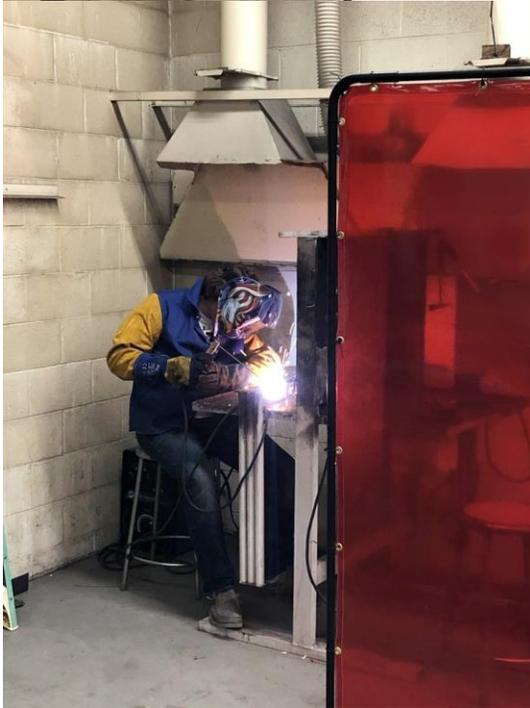
of CCSA Award winners using this link: <https://www.cozadschools.net/o/cozad-schools/article/891916>

**Congratulations to the newly inducted National Honor Society members Makaia Baker, Hayden Russman, Makenzia Smock, and Andrea Meester.**



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**FOCUS ON CTE: Our Welding I students continue to develop sound technical skills as they practice various welds this semester. Students are required to complete Welding I before enrolling in an advanced welding course (Welding II).**



### 4.3. Jeremy Yilk Report

#### 1. Fall Activities Update

##### a. Football

##### i. HS FB

1. The HS football team finished the year with a record of 3-6.
- ii. Upcoming
  1. N/A
- b. Volleyball
  - i. HS VB
    1. The HS volleyball team finished the year with a record of 9-24.
  - ii. Upcoming
    1. N/A
- c. Cross Country
  - i. Congratulations to Mallory Applegate, Karyn Burkholder and Lorenzo Levario on competing and representing well at state! Mallory finished 20th, Karyn 26th and Lorenzo 39th.
  - ii. MS XC
    1. N/A
- iii. Upcoming
  1. N/A
- d. One-Act
  - i. The One-Act cast & crew began their season at Loup City and they did not disappoint! They came home as the champion of the Loup City Parade of Plays contest. Outstanding Acting Award recipients: Ava Joyce, Karyn Burkholder, Sam Blackmore, Sam Shultz, Elliott Blackmore, and Makenzie Smock
  - ii. Upcoming
    1. @ Cozad One-Act Festival (11.10) / One-Act Dinner Theatre (11.12) / Gothenburg One-Act Contest (11.15) / Minden One-Act Competition (11.19) / SWC @ Valentine (11.21)

## 2. Winter Activities Update

- a. Girls Basketball
  - i. HS GBB
    1. Number of participants = 16
  - ii. MS GBB
    1. Number of participants = 14 (7th) / 9 (8th)
  - iii. Upcoming
    1. 7th-8th GBB vs Holdrege (11.17) / 7th-8th GBB vs Broken Bow (11.22) / HS GBB vs Kearney Catholic - HOF Jamboree game (11.22)
- b. Boys Basketball
  - i. HS BBB
    1. Number of participants = 23
  - ii. MS BBB
    1. N/A
  - iii. Upcoming

1. HS BBB vs Kearney Catholic - HOF Jamboree game (11.22)

c. Wrestling

i. HS WR

1. Number of participants = 26

ii. MS WR

1. Number of participants = 14

iii. Upcoming

1. 7th-8th @ South Loup (11.10) / 7th-8th Quad @ Cozad (11.15) / 7th-8th @ Adams Central (11.28)

3. Other

a. Winter Sports Parents Meeting was held November 8th

b. Winter sports practice begins November 14th

#### **4.4. Brian Regelin Report**

##### **MS Board Report 11/14/22- Brian Regelin**

Thank you to Mrs. Walls and all of the staff for continuing the MAKER STORE THIS YEAR! This year at Cozad Middle School we are encouraging and helping our students to Have G.R.I.T. **Goals, Respect, Integrity, and Teamwork.** When a teacher sees a student being exceptional and showing GRIT, they can give out a ticket. These tickets can be turned into the MAKER store every 3-4 weeks for small incentives.

I will be finishing my first round of teacher evaluations next week. I have been extremely impressed with the high quality teaching and the work that the teachers are doing. It has been fun to watch them in action for an entire class period.

Wrestling and Girls basketball have started and we have 18 students participating in Wrestling and 30 students participating in Girls Basketball this year.

Nick Reynolds, the new Cozad Police Chief has been making weekly stops at the schools to greet students and talk with administration and it has been great to have him here every week and partner with the CPD.

Bus evacuations have all been completed and the MS and HS are up to date on fire and lockdown drills.

#### **4.5. Kyle Hoehner Report**

LAST MONTH

n Formal Teacher Observations/Evaluations and Teachers Post-Observations (19 evaluations)

n Weekly Grade-Level PLC Meetings (attended by admin) - Discussion of students, curriculum

analysis/evaluation/etc., Teaching & Learning, etc. (admin-scripted agendas)

LAST WEEK

Tuesday

n AfterZone Parent Night (6:00-7:30pm) - KARMEN MORSE

- See the agenda and poster on the next page

n Construction at Cozad Elementary - Site Foreperson - DAN SCHWARTZ  
Currently, the construction crew is removing the playground equipment and open-shelter cover.

Hence, we have no exit-entry access on the west side of our building. We have adjusted our exit-entry plans for recess, Fire Drills, etc. going forward.

- See construction pictures on the next page

Friday

n "HIGH 5 FRIDAY" with our local veterans (7:30-8:00am) -- ORGANIZER-DAVID

SQUIERS

Facebook Post from Cozad Elementary School -

BIG REVEAL: We are extremely honored to have our area veterans visit Cozad Elementary for

"HIGH 5 FRIDAY" this week! Make sure to reach out and thank our veterans and their families for

giving so much to our great country! ???

Note to Area Veterans: You are all welcome to take part in "HIGH 5 FRIDAY." Please plan to meet

at the front of the school building around 7:30am and we would be honored if you would wear your

military uniforms. You are also welcomed to attend our Veterans Program that begins at 9:00am in

the CE Gym.

n Veterans Day Program (5th Honor Choir) (9:00-10:00am)

All CE staff and students attended the program in the CE Gymnasium. Many local veterans also

attended. The veterans and their families were recognized.

#### **4.6. Teresa Schneider Report**

##### **Special Education**

- **Cozad Community Schools Special Education Department has been in a monitoring review with the Nebraska Department of Education this past year and they will be at our school to review their findings at the end of the month. This is a process that occurs every 3-5 years and is a way for the state department to ensure that districts across the state are in compliance with Rule 51. I am confident that with leadership that the special education department had under Mr. Ford we will have a very positive review.**

**CEEC**

- Our current enrollment at CEEC is 55 students.
- There has been lots of activity at the CEEC. We have had a couple of fun field trips and continue our visits to the public library.
- We practiced our evacuation drill last week while the weather was good and it went very well.
- We recognized eight children during our Kind Kids presentation for the month of October. Our Kind Kids presentation for November will be on November 30th at 8:45. Please feel free to join us if you are available.
- The CEEC is participating in the food drive to help support our local food pantry. We have set a goal of 200 items and if it is met, the students will celebrate with a party before Christmas break.



#### 4.7. Connor Williams Report

Director of Teaching and Learning: Connor Williams

This past month we have focused on our curriculum communication. We have spent ample amounts of time relaying what we do, and how we do it. We are in the process of updating our school website, sharing our curriculum information via a parent shared folder, and working on "Curriculum At a Glance" to help communicate the units we are teaching and the educational changes to curriculum materials we have made. As we adopt new curriculum resources, we will also be developing instructional guides that detail the specifics of each unit.

Parent Curriculum Folder: [shorturl.at/fiQS8](http://shorturl.at/fiQS8)

Website Snapshots: [Curriculum Website Page Examples](#)

Curriculum At a Glance Example: [4th Grade Curriculum At A Glance.pdf](#)

Elementary:

- At Cozad Elementary School we started the process of ramping up our HAL (High Ability Learner) program. To begin, we have utilized our WIN (What I Need) time to not only support our students who need it, but also push our HAL students to new heights. These HAL students will be involved in some project based learning, where they are diving deeply into researching topics of their choosing.

Middle School/High School:

- At Cozad Middle and High School we have been finalizing our math pathways. In order to best serve all we have constructed pathways that allow us to support all students, while providing opportunities for our high achievers to complete higher levels of mathematics.

## 5. SUPERINTENDENT REPORT

0	70 M 39 /F 31
1	74 M 33 /F 41
2	71 M 33 /F 38
3	77 M 40 /F 37
4	70 M 36 /F 34
5	70 M 36 /F 34
6	70 M 35 /F 35
7	63 M 29 /F 34
8	65 M 37 /F 28
9	61 M 33 /F 28
10	69 M 40 /F 29
11	58 M 28 /F 30
12	74 M 45 /F 29
Total	961 M 510 /F 451

**Enrollment**

**Did you know only 13 states require all students to take the ACT? Nebraska's state average score of 19.9 is the second-highest in the nation, behind only Utah at 20.2 for the states in which all students take the test.**

**According to US World News, Nebraska schools are consistently in the top ten across numerous metrics. [Link](#) Cozad, compared to other districts in the state that are similar in demographics, we either are equal to or outperform in many metrics. Unfortunately, the state data is still embargoed, but I will update the board when it can be shared.**

## Topics of Discussion:

- Bus [option](#) to consider and discuss-[Link](#), [Link](#)
- RFP on snow removal-[Polaris](#)?
- Playground discussion-[option](#)
- VE update-[Link](#)
- Budget update

Mr. Ford gave the board a VE update on items that they could defer on the construction project. By deferring some of these items, it creates a buffer to help make sure we are financially stable through the construction process and keep the square footage the same. Most items can be done after the project is completed. A few items that could not be added later: storage room outside HS gym, coil doors, termite control, wall tile, bathroom renovations, elementary office windows, canopy outside the elementary and Terrazzo flooring. The board voted to keep bathroom renovations, elementary canopy and Terrazzo flooring. Paulsen's Tim Dean explained to the board, whatever was voted to be deferred would not have a locked in price. James told the board that he is looking into and applying for grants to help with our playground, security, diesel admissions and IDEA funds for bathroom renovations. By doing so, he is hoping to avoid the option for a lease purchase.

James continued with talks about the bus replacement. He presented the board with the option of a 2018 Volvo Charter Bus that was currently in New Jersey but had the miles that fit into what the district was looking into. With there being a Volvo dealership in Lexington it would help to have easy access for maintenance. Looking ahead he was hoping to have a bus purchased by Spring. Discussion moved on to the snow removal for the district. It was going to be bid out but with Paulsen doing construction, they will be doing the snow removal for the district. A playground option was then shown to the board to give an idea of the cost. The board recommended to get the elementary staff opinion of what they want for students and then present in January. The playground could then be purchased in February.

## 6. CONSENT AGENDA

Motion to approve the consent agenda, as presented Passed with a motion by Judy Eggleston and a second by Kiley Goff.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

### 6.1. Approval of the Minutes of Previous Meeting(s)

Monday, October 17, 2022- Board of Education Regular Meeting

## **6.2. Congratulations, Condolences, Correspondences**

## **6.3. Classified Resignations**

## **6.4. Classified Hires**

## **6.5. Standing Reports**

### **6.5.1. Sub Reports**

### **6.5.2. Nutrition Services SNP Claim for Reimbursement Summary**

### **6.5.3. Bus Route Averages**

## **6.6. Salary Advancement Applications**

Ashley Simpson, Northwest Missouri State, Data Literacy and Assessment for Schools, 3 hrs

Ashley Simpson, Northwest Missouri State, Graduate Elementary Literacy Practicum, 3 hrs

Ashley Simpson, Northwest Missouri State, Graduate Secondary Literacy Practicum, 3 hrs

Ashley Simpson, Northwest Missouri State, Literacy Capstone, 3 hrs

Sydney Widick, Western Governors University, Standards-based Assessment, 3 hrs

Sydney Widick, Western Governors University, Differentiated Instruction, 3 hrs

Sydney Widick, Western Governors University, Data-Informed Practices, 3 hrs

Jacob Brummer, York University, Effective Strategies of Instruction, 3 hrs

Jacob Brummer, York University, Teachers and the law, 3hrs

Jacob Brummer, York University, The School As an Organization, 3 hrs

Jacob Brummer, York University, Curriculum Mapping, 3 hrs

Jacob Brummer, York University, Learning Through Technology, 3 hrs

## **7. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF BOND PAYMENTS**

Motion to approve the bond payments for the 2020 and 2022 series Passed with a motion by Judy Eggleston and a second by John Peden.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

Due: December 15

2020 series Approx. \$263,481.25

2022 series approx. \$579,456.94 (interest only)

## **8. FINANCIAL REPORTS AND CLAIMS**

Motion to approve the financial report as presented, including monthly expenditures, which reflects the current financial standing of the District excluding the payment to Blackhawk Roof of Nebraska Passed with a motion by Joel Carlson and a second by John Peden.  
Judy Eggleston: Nay, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea  
Yea: 4, Nay: 1

The board discussed Blackhawk roofing and how they were disgruntled by the "sloppy" work they have done. From the broken cement outside buildings, nails scattered all over the ground and roof (concerning those that the membrane may already have holes), glue residue dripping down the high school and rippling in the membrane. James read a email from the Blackhawk supervisor stating that they would have the cement work completed by the end of the month. Metal work has to be above freezing. Effacing metal workers are being looked at from Omaha and Kansas City.

### **8.1. Financial Report by Account**

### **8.2. Financial Claims**

## **9. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPLICATIONS FOR EARLY GRADUATION**

Motion to approve Autumn and Alysiah for Early Graduation if they meet the requirements Passed with a motion by John Peden and a second by Joel Carlson.  
Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea  
Yea: 5, Nay: 0

## **10. DISCUSS, CONSIDER AND TAKE ACTION ON THE ONE-WAY STREETS AROUND THE ELEMENTARY**

The board discussed the enforcement of the One-way streets at the elementary. They wanted to write open letters to the city and commissioner to make fines higher for those who do not abide by the law. Cozad Police Chief Nick Reynolds was present and explained that he had a conversation with Mr. Ford and stated that the signage at the Elementary is very confusing and because of that when tickets are written they get thrown out in court. (They have no parking signs at the curb but signs that contradict that to pull to the curb to let your kids out.) Ford said that the no parking signs would be removed at the curb to help with the confusion. He explained that with the bond construction they are hoping to have a barricade that would close down C street from 14th to 15th to ensure that students have a safe place to walk across the street. Reynolds said he would help bring up the school would like cones put in place during the one way times in hopes to stop those driving the wrong way to the city office. It was decided that Board President and James Ford would write a letter to Dawson Co District Attorney Liz Waterman to help enforce the tickets written by Cozad Police.

## **11. DISCUSSION**

### **11.1. Negotiations**

Negotiation committee has met twice with the CEA and are still in talks.

## **12. INTERIM SUPERINTENDENT EVALUATION**

Board members were provided with an evaluation tool after the October regular board meeting to complete their individual evaluation of the Superintendent. These individual evaluations were compiled for the final evaluation to be presented to the Superintendent. The Superintendent job description was attached for guidance during the evaluation process.

The board spoke to James Ford about his Interim Superintendent Evaluation. They praised the admin team for working together. He shows his passion but needs to take a few more seconds to listen to others so he doesn't come across being aggressive. They told James to read the people he is talking to, but he is good at admitting he is wrong and fixing the problem. James is humble. Accomplishments have been done in such a short amount of time. James self evaluation was spot on, a little hard on himself in some areas. The board was grateful for James keeping them informed with the weekly updates.

## **13. AGENDA SETTING AND FUTURE MEETINGS**

December 12, 2022- Board of Education Regular Meeting, 7pm

## **14. ADJOURNMENT**

Motion to adjourn the meeting at 9:52pm Passed with a motion by Judy Eggleston and a second by John Peden.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

**\* Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

**\*\*Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

**\*\*\*Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 9:52 PM.

Mr. James Ford, Interim Superintendent  
Cozad Community Schools District No. 11

**5.2. Congratulations, Condolences, Correspondences**

**5.3. Classified Resignations**

**5.4. Classified Hires**

**5.5. Standing Reports**

**5.5.1. Sub Reports**

**5.5.2. Nutrition Services SNP Claim for Reimbursement Summary**

**5.5.3. Bus Route Averages**

**5.6. Salary Advancement Applications**

**6. FINANCIAL REPORTS AND CLAIMS**

**6.1. Financial Report by Account**

**6.2. Financial Claims**

**7. BUILDING FINANCIAL REPORTS AND CLAIMS**

**7.1. Financial Report by Account**

**BUILDING FUND**

Beginning Balance as c 11/1/2022	\$ 24,313,092.79		
Deposits	\$ 2,953.30		
Interest	\$ 12,045.40		
Disbursements	\$ 115,893.95 *		
Total book balance as 11/30/2022	<b>\$ 24,212,197.54</b>	\$ 644,602.32	as of 11/30/2021
Projected tax deposit	\$ 1,589.89	\$ 1,740.89	as of 12/15/2021
Other deposits to date	\$ -		
Disbursements to date	\$ 919,374.41	\$ -	as of 12/15/2021
Total book balance as 12/8/2022	<b>\$ 23,294,413.02</b>	\$ 646,343.21	as of 12/15/2021

Check Reconciliation Report

Batch Description: BUILDING FUND NOV 2022-0003

Processing Month: 11/2022

Checking Account: 8 BUILDING FUND

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	11/30/2022	24,212,197.54	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
24,212,197.54	0.00	24,212,197.54	24,212,197.54	0.00

Cleared Automatic Payment Total:  
Cleared Checks Total: 115,893.95  
Cleared Direct Deposit Total:  
Cleared Void Total: 540,186.28  
Cleared Cash Receipt Total: 14,998.70  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:

HOMESTEAD BANK  
 P O BOX 2000  
 COZAD, NE 69130-2000  
 Tel: (308)784-2000



COZAD COMMUNITY SCHOOLS  
 BUILDING ACCOUNT  
 1910 MERIDIAN AVE  
 COZAD NE 69130

Statement Date: **11/30/2022** Enclosures: **( 3 )** Account No.: **100797902** Page: **1**

**NOW ACCOUNT SUMMARY**

Category	Number	Type :	REG	Status :	Active	Amount
Balance Forward From 10/31/22						1,429,022.18
Debits	3					115,893.95
Automatic Deposits	6					818,747.68+
Interest Added This Statement						116.32+
Ending Balance On 11/30/22						<b>2,131,992.23</b>
Annual Percentage Yield Earned					0.08%	
Interest Paid This Year					188.48	
Interest Paid Last Year					28.43	
Average Balance (Collected)					1,748,612.30+	

**STATEMENT PERIOD ACTIVITY**

Date	Check/Description	Amount	Check/Description	Amount	Balance
11/15/22	COUNTY OF CUSTER SCHOOLS			397.49+	1,429,419.67
11/15/22	DAWSON CO TREASU OPERATION			2,555.81+	1,431,975.48
11/16/22	PNC CAPITAL MARK EODACHFILE			758.13+	1,432,733.61
11/16/22	PNC CAPITAL MARK EODACHFILE			1,018.75+	1,433,752.36
11/16/22	PNC CAPITAL MARK EODACHFILE			2,017.50+	1,435,769.86
11/16/22	1030	11,330.45			1,424,439.41
11/18/22	PNC CAPITAL MARK EODACHFILE			812,000.00+	2,236,439.41
11/18/22	1029	13,200.00			2,223,239.41
11/23/22	1031	91,363.50			2,131,875.91
11/30/22	INTEREST PAID			116.32+	2,131,992.23

**CHECKS AND OTHER DEBITS**

\* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
11/18/22	1029	13,200.00	11/16/22	1030	11,330.45	11/23/22	1031	91,363.50

**ELECTRONIC ACTIVITY**

Date	Description	Amount
11/15/22	COUNTY OF CUSTER SCHOOLS	397.49 +
11/15/22	DAWSON CO TREASU OPERATION	2,555.81 +
11/16/22	PNC CAPITAL MARK EODACHFILE	758.13 +
11/16/22	PNC CAPITAL MARK EODACHFILE	1,018.75 +
11/16/22	PNC CAPITAL MARK EODACHFILE	2,017.50 +
11/18/22	PNC CAPITAL MARK EODACHFILE	812,000.00 +

**7.2. Financial Claims**

**8. BOND FINANCIAL REPORTS AND CLAIMS**

**8.1. Financial Report**

**8.2. Financial Claims**

**9. DISCUSS, CONSIDER AND TAKE ACTION ON BUILDERS RISK INSURANCE THROUGH ALICAP**

**10. DISCUSS, CONSIDER AND TAKE ACTION ON THE 2023-2024 & 2024-2025 MASTER CALENDAR**

**11. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF THE COZAD COMMUNITY SCHOOLS BOARD OF EDUCATION RESPONSE LETTER TO NEBRASKA DEPARTMENT OF EDUCATION IN COMPLIANCE OF THE AUDIT**

To the Board of Education  
Cozad Community Schools - District #11  
Dawson County, Nebraska

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, the aggregate remaining fund information, and the fiduciary funds of Cozad Community Schools - District #11 for the year ended August 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 9, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Cozad Community Schools - District #11 are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended August 31, 2022. We noted no transactions entered into by the School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was depreciation of capital assets.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### SHAREHOLDERS:

Robert D. Almquist  
Phillip D. Maltzahn  
Marcy J. Luth  
Heidi A. Ashby  
Christine R. Shenk  
Michael E. Hoback  
Joseph P. Stump  
Kyle R. Overturf  
Tracy A. Cannon

1203 W 2nd Street  
P.O. Box 1407  
Grand Island, NE 68802  
P 308-381-1810  
F 308-381-4824  
EMAIL [cpa@gicpas.com](mailto:cpa@gicpas.com)

A PROFESSIONAL  
CORPORATION

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Seven audit adjustments decreased the net position of the School District's governmental funds by \$244,197. One audit adjustment had no effect on the net position of the School District's proprietary funds. The following material misstatement detected as a result of audit procedures was corrected by management:

1. County treasurer cash and property taxes were decreased \$211,432 in the General Fund and \$16,051 in the Bond Fund, and \$17,212 in the Building Fund.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 31, 2022.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all of the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

In connection with our audit of the financial statements of Cozad Community Schools - District #11 as of August 31, 2022, we noted certain matters that we believe you should consider. Our observations were formed as a by-product of our audit procedures, which did not include a comprehensive review for the purpose of submitting detailed recommendations.

1. During the year ended August 31, 2022, gift certificates totaling \$2,850 were purchased by the Foundation to spend grant proceeds from the Nebraska Children & Families grant for the greenhouse. As of August 31, 2022, unspent gift certificates totaled \$658.95 (Tractor Supply - \$8.95 Burpee's - \$100, Totally Tomatoes - \$200; Johnny's - \$100; and Park Seed - \$250). We recommend refraining from purchasing gift certificates to claim as grant expenditures in the future. We also recommend having the Central Office maintain gift certificate inventory and account for the spending of gift certificates in the future.

**The District and/or Foundation will no longer purchase gift certificates to claim as grant expenditures. In the future, if gift certificates are provided, the central office will maintain the certificate inventory.**

2. Security First Bank confirmed an account (Cozad Football Boosters), as this account is listed under the school's federal identification number. The account had a balance of \$13,423.82 at August 31, 2022 but was not accounted for by the school. We recommend removing the school's identification number from this account or accounting for it as part of the School's Activity Fund.

**The District has contacted Security First Bank and the Cozad Football Boosters requiring them to cease from using Cozad Community Schools' tax identification number.**

3. We noted numerous coding of expenditures to 700 object codes that did not exceed \$5,000 individually. Per federal guidance, these object codes are to be used for capital purchases of \$5,000 or more. We recommend correcting this going forward and also adopting a \$5,000 capitalization policy to coincide with federal and state guidance.

**The District has discussed and reminded staff when making requisitions, to follow federal guidelines as to use of the 700 object codes.**

### Other Matters

We were engaged to report on the nonmajor governmental fund combining statements, Activity Fund statement of receipts, disbursements, and fund balance and the schedule of expenditures of federal awards, which accompany the financial statements but are not required supplementary information (RSI). With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the modified cash basis of accounting, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the management's discussion and analysis, budgetary comparison schedules, county treasurer statements of receipts and disbursements, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

### Restriction on Use

This information is intended solely for the use of the Board of Education and administration of Cozad Community Schools - District #11 and is not intended to be and should not be used by anyone other than these specified parties.

**12. DISCUSS, CONSIDER AND TAKE ACTION ON HIRING MICHELLE HARTNETT AS A CONSULTANT**

Michelle Hartnett would be a consultant for the US Department of Energy's "Renew America's Schools" Federal Grant Program

**13. DISCUSS, CONSIDER AND TAKE ACTION ON HIRING BRIAN GRAHAM AS DISTRICT'S TRAINER FOR CRISIS PREVENTION**

**14. DISCUSS, CONSIDER AND TAKE ACTION ON PURCHASING A PLAYGROUND**

**15. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL AND ADOPTION OF A RESOLUTION REMOVING AND APPOINTING A DIRECTOR OF THE COZAD EDUCATIONAL FACILITIES LEASING CORPORATION**

**MINUTES AND UNANIMOUS WRITTEN CONSENT  
OF THE BOARD OF DIRECTORS  
OF THE COZAD EDUCATIONAL FACILITIES  
LEASING CORPORATION**

Section 21-1981, Reissue Revised Statutes of Nebraska, as amended, provides that Nebraska nonprofit corporations, such as the Cozad Educational Facilities Leasing Corporation (the "Corporation"), may take any action required to be taken at a meeting of the directors of such a corporation, or any action which may be taken at a meeting of the directors of such a corporation, may be taken without a meeting if a consent in writing, setting forth the actions so taken, shall be signed by all of the directors.

In accordance with the foregoing, the undersigned, constituting all of the members of the Board of Directors of the Corporation, unanimously hereby approved and consented to the adoption of the following resolution:

1. Resolution No. 3 of the Board of Directors of THE COZAD EDUCATIONAL FACILITIES LEASING CORPORATION.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**RESOLUTION NO. 3 OF THE BOARD OF DIRECTORS  
OF THE COZAD EDUCATIONAL FACILITIES  
LEASING CORPORATION**

WHEREAS, pursuant to Article VI of the Bylaws (the “Bylaws”) the Cozad Educational Facilities Leasing Corporation (the “Corporation”), a Director or Officer of the Corporation shall resign at the request of Dawson County School District 0011 (Cozad Community Schools) in the State of Nebraska (the “District”); and

WHEREAS, effective December 12, 2022, Ron Wymore resigned as Director of the Board of Directors of the Corporation (the “Board”) at the request of the District pursuant to a resolution (the “District Resolution”) adopted by the Board of Education of the District on December 12, 2022; and

WHEREAS, in accordance with the provisions of Article VI of the Bylaws, the District may appoint a successor Director of the Corporation; and

WHEREAS, pursuant to the District Resolution, the District appointed James Ford as successor Director and has confirmed the appointments of Michele Starman, Joel Carlson and Ann Burkholder as Directors of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COZAD EDUCATIONAL FACILITIES LEASING CORPORATION:

THAT, the resignation of Ron Wymore as Director of the Corporation is hereby accepted.

AND THAT, in accordance with the District Resolution, it hereby accepts James Ford as successor Director and confirms the appointments of Michele Starman, Joel Carlson and Ann Burkholder as Directors.

AND THAT, the following individuals are elected as the officers of the Corporation:

President:	Michele Starman
Vice President:	Joel Carlson
Secretary	Ann Burkholder
Treasurer:	James Ford

ACKNOWLEDGMENT OF RECEIPT  
OF NOTICE OF MEETING

The undersigned members of the Board of Education of Dawson County School District 0011 (Cozad Community Schools) in the State of Nebraska hereby acknowledge receipt of advance notice of a meeting of said body, and the agenda for such meeting, held at 7:00 p.m. on Monday, December 12, 2022, at the Office of the Superintendent at 1910 Meridian Avenue in Cozad, Nebraska.

DATED December 12, 2022.

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December 12, 2022  
Cozad, Nebraska

A meeting of the Board of Education (the "Board") of Dawson County School District 0011 (more commonly referred to as Cozad Community Schools) in the State of Nebraska (the "District") was held at 7:00 p.m. on Monday, December 12, 2022, at the Office of the Superintendent at 1910 Meridian Avenue in Cozad, Nebraska. Advance publicized notice of such meeting was given in strict accordance with the provisions of Article 14, Chapter 84, Reissue Revised Statutes of Nebraska, as amended (the "Open Meetings Act"), and set forth (a) the time, date, and place of this meeting, (b) that this meeting would be open to the attendance of the public and (c) that an agenda of then known subjects to be taken up at the meeting could be obtained from the office of the Superintendent of Schools (the "Superintendent"). A copy of said advance publicized notice (in the form of an affidavit of publication) was ordered annexed to the minutes of this meeting as Attachment 1. Each Board Member was previously furnished with a copy of said advance publicized notice, the same having been transmitted to each Board Member simultaneously with its publicizing, and a copy of their collective acknowledgment of receipt of such notice is attached to these minutes as Attachment 2. Additionally, reasonable efforts were made to provide advance notification of the meeting to all news media requesting the same of the time, date, and place of the meeting.

The President of the Board, \_\_\_\_\_, presided, and the Secretary of the Board, \_\_\_\_\_, recorded the proceedings. On roll call the following Board Members were present: \_\_\_\_\_

\_\_\_\_\_.

The following Board Members were absent: \_\_\_\_\_.

A quorum being present and the meeting duly commenced, the following proceedings were had and done.

The President of the Board publicly stated to all in attendance that a current copy of the Open Meetings Act was available for review and indicated the location of such copy in the room where the meeting was being held. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

\* \* \* \* \*

(Other Proceedings)

\* \* \* \* \*

Board Member \_\_\_\_\_ introduced the following resolution and moved for its adoption, the full text of which is attached hereto as Attachment 3:

**A RESOLUTION REMOVING A DIRECTOR OF THE COZAD EDUCATIONAL FACILITIES LEASING CORPORATION AND APPOINTING A SUCCESSOR DIRECTOR OF SAID CORPORATION.**

The foregoing Resolution having been read, Board Member \_\_\_\_\_ seconded the motion for its passage and adoption, and after discussion the roll was called and the following Board Members voted in favor of the passage and adoption of said Resolution:

\_\_\_\_\_  
\_\_\_\_\_.

The following Board Members voted against the same: \_\_\_\_\_.

The following Board Members were absent or did not vote: \_\_\_\_\_.

Said Resolution having been voted upon favorably by a majority of the Board, the same was by the President declared passed and adopted.

\* \* \* \* \*

(Other Proceedings)

\* \* \* \* \*

Moved to adjourn.

DATED December 12, 2022.

ATTEST:

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Secretary, Board of Education

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President, Board of Education

ATTACHMENT 1

AFFIDAVIT OF PUBLICATION OF NOTICE OF MEETING

ATTACHMENT 2

ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF MEETING

ATTACHMENT 3  
RESOLUTION

**A RESOLUTION REMOVING A DIRECTOR OF THE COZAD EDUCATIONAL FACILITIES LEASING CORPORATION AND APPOINTING A SUCCESSOR DIRECTOR OF SAID CORPORATION.**

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF DAWSON COUNTY SCHOOL DISTRICT 0011 (COZAD COMMUNITY SCHOOLS) IN THE STATE OF NEBRASKA:**

**Section 1.** The Board of Education (the “**Board**”) of Dawson County School District 0011 (Cozad Community Schools) in the State of Nebraska (the “**District**”) hereby makes the following findings and determinations:

(a) The District is duly organized as a Class III school district pursuant to Sections 79-102 and 79-407, Reissue Revised Statutes of Nebraska, as amended; the District maintains both elementary and high school grades under the direction of a single board of education; and the District embraces territory having a population of more than one thousand and less than one hundred fifty thousand inhabitants, including such adjacent territory as may be included therein for school purposes.

(b) Pursuant to a resolution adopted by its Board on April 13, 2020, the District ratified the creation of the Cozad Educational Facilities Leasing Corporation (the “**Corporation**”), which Corporation was established to acquire, construct, improve and/or equip, on behalf of the District, certain educational facilities located within the geographical boundaries of the District.

(c) Pursuant to Article VI of the Corporation’s Bylaws (the “**Bylaws**”), a director of the Corporation’s board of directors (the “**Corporation Board**”) shall resign at the request of the District, and the District may appoint a successor for such director.

(d) Existing Corporation Board Director Ron Wymore has left the District and no longer wishes to serve as a director, and the District desires to appoint a new individual as successor director.

**Section 2.** In accordance with Article VI of the Bylaws, the Board hereby requests that Ron Wymore resign as director of the Corporation Board and directs the Corporation Board to accept such resignation. The Board further appoints James Ford as successor director of the Corporation Board and directs the Corporation Board to accept such appointment. The Board further confirms the existing appointments of Michele Starman, Joel Carlson and Ann Burkholder as directors of the Corporation Board.

**Section 3.** The provisions of this Resolution are hereby declared to be separable and, if any section, phrase or provision shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions.

**Section 4.** All resolutions, orders and other instruments, or parts thereof, in conflict with this Resolution are hereby repealed only to the extent of such conflict.

**Section 5.** This Resolution shall be in force and take effect from and after its passage as provided by law.

DATED December 12, 2022.

ATTEST:

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President, Board of Education

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Secretary, Board of Education

**16. DISCUSS, CONSIDER AND TAKE ACTION ON NEGOTIATED AGREEMENT**

**Cozad Community Schools  
Negotiated Agreement  
~~2021-2022 & 2022-2023~~  
(~~2 - Year Agreement~~)  
2023-2024**

## **NEGOTIATIONS PROCEDURES**

The two parties to this agreement believe the following basic procedures are necessary for good faith bargaining to occur:

- Each party will name a negotiations team and indicate a spokesperson, such information to be given to the other party prior to the first session.
- Either party may request bargaining be opened by contacting the President or spokesperson of the other party.
- Meeting dates and times will be scheduled by mutual consent of the two parties.
- Initial proposals will be given in writing.
- Facts, opinions, proposals and counter-proposals will be freely discussed on good faith during the meetings.
- All participants shall treat each other professionally and respectfully during discussions and shall give due consideration to all proposals.
- Final agreements shall be reduced to writing and signed by both parties.
- The computation of salaries shall be based on the most current staff information [*amended 2002-2003*].
- ~~The Board of Education reserves the rights to reopen negotiations for the 2022-2023 school year if BC/BS insurance rates increase by 8% or more.~~

### **ARTICLE I**

#### **Recognition**

The Cozad Education Association will request recognition as the bargaining agent for the certificated staff based upon their organization representing a majority of the certificated staff.

### **ARTICLE II**

#### **Teacher Rights**

- A. Nothing contained in this agreement shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- B. The Board will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the Board or institution of a grievance under the terms of this agreement.

### **ARTICLE III**

#### **Association Rights**

**A. Association Use of District Property**

Representatives of the Association and its affiliates shall be allowed to conduct Association business on school property during school hours, providing such business does not cause undue interruption of the school program.

The Association shall be allowed the use of the school buildings for meetings, providing that such use does not result in unscheduled maintenance costs, in which case an appropriate fee for that use will be negotiated between the parties to this

Agreement.

The Association shall be allowed the use of school equipment, including typewriters, computers, duplication machines, audio-visual equipment, and the standard office equipment, provided that the Board may assess the Association a reasonable fee for the expendable supplies consumed during such use.

The Association shall be allowed to make reasonable use of the school's communication system, including teachers' mailboxes, intercom, teacher bulletins, etc. Such use shall not cause unnecessary interruption of the education program of the school.

The Association shall not use school equipment, internet access, etc. for political reasons without prior approval and payment for such services.

## **ARTICLE IV**

### **Salaries**

#### **A. Salary Schedule**

The salary of each teacher covered by this agreement shall be determined by the salary schedule attached as Appendix A to this agreement.

#### **B. Initial Placement**

Teachers employed by the school system will receive credit for all [*amended 2008-2009*] years of teaching experience outside the system.

#### **C. Base Salary**

The base salary shall be ~~\$36,850 for the 2021-2022 school year and \$37,350 for the 2022-2023~~ **\$38,250 for the 2023-2024 school year**, see Appendix A for the schedule.

#### **D. Horizontal Movement**

- The intent of the school district is that teachers pursue advanced education on degree levels in the subject of their major teaching emphasis. Course work outside of one's major teaching area must have administrative approval, before salary increments are granted. If questions should arise on the acceptability of a specific course, an appraisal committee of two board members, two association members and the superintendent will hear the proposal and render a final decision. [*amended 2002-2003*]
- Hours up to BA+27 will be permitted even though they are not part of an approved program leading toward a Master's degree. Hours after BA+27 must be part of an MA program. [*amended 2002-2003*]
- Eliminate BA+36. (not retroactive) [*amended 2002-2003*]
- Add MA+36 to Step 13 [*amended 2008-2009*]
- Add MA+36 to Step 14 [*amended 2012-2013*]
- Teachers will be required to notify the Superintendent of the courses that they intend to take over the summer and be approved by April 1<sup>st</sup>. Also, if teachers intend to move horizontally on the salary schedule due to additional education preparation, this must be stated on the paperwork submitted to the Superintendent. [*amended 2015-2016J*]
- Transcripts evidencing satisfactory completion of hours to be used for salary schedule advancement must be on file in the Superintendent's office by October 1<sup>st</sup>. If October 1<sup>st</sup> is on a Saturday or Sunday, the transcripts must be on file the business day prior to October 1<sup>st</sup>. In the event that a teacher fails to file a

transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement for the current year. *[amended 2015-2016]*

- Hours earned prior to the time a BA or MA degree is awarded, which are in excess of the hours required for such a degree, shall not be counted for purposes of subsequent horizontal advancement of the salary schedule. *[amended 2002-2003]*
- Teachers who have only a Transitional Permit, Provisional Permit, Career Education Permit, Alternative Teaching Permit (Rule 21, section 005) are not eligible for horizontal advancement or placement on the salary schedule.

**E. Vertical Movement**

Teachers shall be placed on the proper vertical step in accordance with their experience in the district plus credited prior teaching experience **with the exception of:**

BA + 0 Step 1 and 2

BA + 9 Step 1 and 2

BA + 18 Step 1

**Those listed above shall be paid the salary of BA Step 3. (Amended 2022-2023)**

No certificated personnel shall gain more than one year's experience in any year.

~~Beginning teachers with no previous experience and BA only will be placed on step 3 and frozen for 3 years on step 3. [amended 2020-2021]~~

**F. Advancement in the Absence of a Successor Agreement**

Each teacher employed by the District will receive vertical and horizontal advancement if applicable in the event this agreement continues for the following school year in accordance with the provisions of ARTICLE X.

**G. Extra Duty**

Payment for extra duty assignments shall be in accordance with the extra duty/extra-curricular salary schedule attached as Appendix B. *[amended 2014-2015]*

Columns will be numbered from 1-7, left to right

Coaches and sponsors moving into the district will receive credit for a maximum of 8 years experience at a rate of ½ per year (so a max of 4 years experience would be allowed). If it is an odd number, it will be rounded down.

Coaches and sponsors moving to a higher position (horizontally) within their sport or activity will be frozen one year per column advance (ie. move horizontally three columns, then coach or sponsor is frozen in that placement for three years before advancing vertically).

Experience when moving to a lower column within the same sport or season will be allowed to move horizontally to the equal experience step. They cannot be placed below the bottom step of the column they are assigned.

Coaches and sponsors vacating an assignment and subsequently being assigned to the same assignment retain years of experience.

All extra duty coaches and sponsors, other than class sponsors, will be issued two Southwest Conference passes that will allow them and a spouse to attend all Southwest Conference athletic events.

Staff assigned to taking tickets or otherwise working extracurricular events outside of normal duty hours at the behest of the school will be compensated at the rate of \$10/hour, with duty time and events determined and approved by the athletic director and/or school administrators.

Non-extra duty staff will be allowed to earn a Southwest Conference pass by working six hours of extracurricular events outside of normal duty hours without compensation. A second pass may also be earned by working an additional six hours of an event without compensation.

- **H. Extended Contracts**

Administration will communicate with the CEA for purposes of negotiating terms and conditions of employment when positions are created that constitute bargaining unit work and which are not extended contract days. The Administration has authority to negotiate with the CEA on any mandatory subjects related to new positions.

- **I. 13-Month Payout installment**

First-year certificated staff, or certificated staff returning to teaching, who begin employment in August, will be given the opportunity to modify their salary installment payout. Those who qualify may elect to have their salary be paid over thirteen (13) months instead of twelve (12) months. This option will only apply to the first contract year and only to the base salary. The first payment will align with the August payroll. (Amended 2022-2023)

## ARTICLE V

### Insurance

#### A. Health Insurance [amended 2010-2011]

The District agrees to pay for health insurance (~~EHA rates for coverage effective September 1, 2021 and September 1, 2022~~) for the 2021-2022 and 2022-2023 (~~EHA rates for coverage effective September 1<sup>st</sup>, 2023~~) for the 2023-2024 school year to be prorated according to the full-time equivalency of the individual staff member, as long as that employee has a 0.50 FTE. The Board will pay only one Family Policy per family plus full dental and vision [amended 2020-2021) when both employees are covered within the Educators Health Alliance.

If one CCS employee's spouse is also covered by the EHA in another district or ESU, the district will coordinate with the other district or ESU to pay half of the family premium. Single dental and single vision will also be paid for our employees.

For employees that elect coverage under the ~~\$3,600~~ \$3,800 deductible HSA-Eligible health plan, the School District will contribute the difference in premium from the \$1450 deductible health plan to the individual's Health Savings Account (HSA) based on discounted rates, to be prorated according to the full-time equivalency of the individual staff member. Deposits to HSA accounts will be processed with the monthly payroll. Rates for ~~2021-2022~~ 2023-2024 coverage are below. ~~Rates will be updated for the 2022-2023.~~

1. Employee health at ~~\$647.21/\$565.12~~ \$736.40/\$643.00 per month.
2. Employee and children's health at ~~\$1,197.38/\$1,045.50~~ \$1,362.40/\$1,189.59 per month.
3. Employee and spouse health at ~~\$1,359.15/\$1,186.77~~ \$1,546.46/\$1,350.33 per

- month.
- 4. Employee, spouse, and children health at ~~\$1,825.00/\$1,593.52~~  
**\$2,076.52/\$1,813.14** per month.
- 5. Employee dental at \$29.54 per month.
- 6. Employee vision at \$12.16 per month.
- 7. Certified staff will be given the option to purchase additional dental and vision coverage for their dependents at the certified staff member's cost.

**B. Disability Insurance**

This will be paid by the district. A certificated staff member must be 0.75 FTE to be eligible for disability insurance.

**ARTICLE VI**

**Terms of Employment**

**A. Teacher's Contract**

A contract for the employment of a teacher or administrator for a public school in the State of Nebraska shall be in writing. Neb. Rev. Stat. 79-817

**B. Release from Contract**

Refer to section in Board Policy: 4056. Refer to the teacher handbook.

**C. Normal Work Day**

Refer to Board Policy: 4114. Refer to the teacher handbook.

**D. Annual Employment Period**

The board of education is required to approve any change in the number of contract days of the contract.

**E. Class coverage during planning period.**

Certified staff members will be paid 1/8 of a substitute's first day pay for 50 minutes covered, if this is the teacher's only planning period of the day and the coverage is approved by the building principal. The certified staff member leaving must be on school assignment. Certified staff members leaving the classroom for their convenience will need to find their own substitutes after approval from the principal.

**ARTICLE VII**

**Leaves**

**A. Sick Leave**

All teachers shall receive, effective with the contract term, 80 hours of sick leave each year for the first three years. On the fourth year they will receive 88 hours, and for each additional year of service will receive 8 additional sick hours with a maximum of 240 hours a year, until the maximum of 360 hours has been accumulated. All hours of sick leave used each year will be deducted from the accumulated total. Sick leave shall be granted for absence due to illness of the employee, children or spouse, as well as other members of their immediate household. Sick leave may be

used in emergencies with approval, for serious accidents or illness of grown children, parent, brother, sister, brother or sister-in-law, son or daughter-in-law, grandchild, or grandparent of the employee or spouse. A doctor's verification of illness or injury may be required. Teachers are encouraged to have non-emergency elective surgery during vacation time if possible.

In the event of a catastrophic illness or injury of a certified staff member or a member of his/her immediate family, the staff member may request a transfer of hours from other certified staff members who wish to donate hours.

Certified employees may request an extended leave period beyond their existing sick and personal leave to coordinate with the district's long term disability policy only after all sick and personal accumulated leave hours have been used. A staff member cannot apply for more sick hours than the elimination period (60 calendar days) for long term disability.

Catastrophic Illness/Injury requests are initiated by notification to the CEA president.

Upon request, the Catastrophic Illness/Injury Committee shall make a general request to certified staff to donate hours for an individual facing catastrophic illness/injury. Certified staff may donate eight (8) or sixteen (16) hours per request. Donations will be determined by the order they are received. No sick hours will be banked under this policy. Granted hours may not exceed donated hours.

Immediate family for the purpose of this policy is defined as children, spouse, or other dependents in the home. In the case of grown children, parent, brother, sister, brother or sister-in-law, son or daughter-in-law, grandchild, or grandparent of the employee or spouse, a maximum of 80 hours beyond all existing sick and personal leave may be requested.

Illness or injury for the purpose of this policy is defined as an injury or illness which will be disabling and is not related to cosmetic surgery or elective surgery. A doctor's verification of illness or injury may be required for eligibility.

All certified employees of the district upon retirement will be compensated for unused accumulated sick leave hours. To be eligible a staff member must have a minimum of ten years of service. A retiree will receive from \$10 to \$20 per 8 hours unused sick leave accumulated upon retirement based on years of consecutive service. (Example: if retiring after 10 years payment will be \$10 per 8 hours of unused sick leave accumulation, after 13 years \$13 per 8 hours of unused sick leave accumulation; after 20 years payment will be \$20 per 8 hours of unused sick leave accumulation). Maximum compensation is to be set at \$900.

**B. Personal Leave**

All teachers may be allowed sixteen hours per year for personal leave, eight unused hours may be carried over to the following year, *[amended 2009-2010]*, with an additional personal eight hours at sub-pay deduct. *[amended 2010-2011]* Reasons for personal leave are not required. Professional discretion shall be used when making requests for personal leave. No more than five staff members may be granted personal leave on any one day, and from the entire staff no more than 3 for the elementary, middle or high school *[amended 2008-2009]* levels on a particular day. *[amended 2003-2004]* Request shall be made in writing 7 days in advance of the leave date requested and shall be given to the principal or superintendent who reserves the right to grant or reject depending on the circumstance surrounding the

request. (Example: availability of substitutes for that day). In cases of an emergency or after the timeline established for requests, a reason shall be required for the use of that day.

Certificated staff will be compensated for unused personal leave if the staff member has served Cozad Community Schools for four consecutive years or more and has a personal leave balance of three days at the end of the school year. The staff member will be given the option to be compensated for two days of unused personal leave at the daily sub rate. Certificated staff who choose to participate in this option will be required to initiate their intentions of utilizing this benefit. (Amended 2022-2023)

**C. Bereavement**

All teachers shall be allowed 24 hours' death leave per year accumulative to 40 hours, with 16 hours allowed for funerals outside of immediate family members subject to approval of the building administrator. [amended 2001-2002] Personal leave may be used for additional death leave hours. After the personal hours have been used up, the teacher may use a maximum of 24 hours of paid sub leave. (Paid sub leave shall be determined to mean that the cost of a substitute teacher at the current sub rate shall be deducted from the teacher's salary.) All such leaves shall be subject to approval by the Superintendent and shall not be deducted from the accumulated sick leave.

**D. Professional Leave**

All certified personnel may be allowed up to sixteen hours of professional leave each year. This leave shall be used only to attend professional meetings and self-improvement activities which are directly related to the person's contracted education field. This shall not include interviewing for another position. All requests for professional leave shall be submitted in writing to their principal at least 40 hours prior to the date of leave. No expense for transportation will be provided for persons taking professional leave.

Personnel assigned to sponsor students or attend professional meetings by their supervisors will be reimbursed for their expenses at the normal rate.

**E. Absences/Unpaid Leave Request**

See district handbook.

Any teacher who is absent for reasons not covered in this agreement may have deducted from their salary the amount computed based on the number of contract days in relationship to the number of days absent (i.e. 1/185<sup>th</sup>).

Procedure for unpaid leave requests: Certified staff members may request unpaid leave if adequate substitutes may be found and it does not interfere with the mission of the school. Unpaid leave will be approved by the building principal. Recommendation for approval shall be based upon the merits of the request and the needs of the school. Requests need to be made at least 2 days prior to any absence and may not exceed 40 hours. Request and tentative principal approval need to have occurred before any travel plans are made or tickets purchased. The approved unpaid leave will be presented to the board of education under the consent agenda.

## **ARTICLE VIII**

### **Personal File**

Any teacher shall have the right, upon request, to review the contents of their personal file(s) and to receive copies at Board expense of any documents contained therein.

## **ARTICLE IX**

### **Safety**

The Safety Committee will be responsible for the following:

- The review, investigation and discussion of all workplace accidents involving employee injury or property damage.
- Maintaining a system for promptly detecting and correcting unsafe practices and conditions. This will include conducting quarterly job site inspections of the work site to address physical hazards and unsafe work practices.
- Any imminent danger situations should be corrected immediately. Recommendations should be submitted to management to address situations that do not present an immediate hazard.
- Providing suggestions to modify work stations and/or job responsibilities to minimize personal injuries, property damage and loss or productive time.
- Discuss new ideas for safety policies and procedures and submit corresponding recommendations to management.
- Review the status of previously submitted recommendations and either determine them to be:
  - Completed.
  - Not complete, but in process.
  - Rejected or found impractical.
- Discuss and develop new recommendations.
- Assist and develop new recommendations.
- Prepare minutes of all committee meetings. These minutes should record all decisions made and actions taken.
- Post the minutes on the employee bulletin board as a means of keeping both management and employees aware of the committee's progress.
- Prepare an annual report outlining the safety committee's objectives, recommendations progress to date. A copy of this report should be forwarded to the Superintendent.

If you have a desire to serve on the committee, you should contact the president of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways:

- Contact the teachers' association representative of the safety committee.
- Contact the President of the teachers' association.
- Contact the Safety Committee in care of the Superintendent.

**ARTICLE X**

**Duration of Agreement**

This contract shall be effective as of the beginning day of the ~~2021-2022~~ **2023-2024** school year and shall continue in effect until a substitute contract is adopted, which shall then be fully retroactive to the beginning of the ~~2021-2022~~ **2023-2024** school year, ~~except that any insurance premium adjustments shall be effective as soon as possible after settlement.~~

**ARTICLE XI**

**Guaranteed Minimum**

The Board of Education reserves the right to exceed provisions of this agreement in circumstances when the Board with the approval of the CEA negotiations committee *[amended 2001-2002]* judges it to be in the best interests of the District.

**Article XII**

**Document Authorization**

**Association**

**Board of Education**

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

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

**Cozad Community Schools  
Negotiated Agreement  
2023-2024**

## **NEGOTIATIONS PROCEDURES**

The two parties to this agreement believe the following basic procedures are necessary for good faith bargaining to occur:

- Each party will name a negotiations team and indicate a spokesperson, such information to be given to the other party prior to the first session.
- Either party may request bargaining be opened by contacting the President or spokesperson of the other party.
- Meeting dates and times will be scheduled by mutual consent of the two parties.
- Initial proposals will be given in writing.
- Facts, opinions, proposals and counter-proposals will be freely discussed on good faith during the meetings.
- All participants shall treat each other professionally and respectfully during discussions and shall give due consideration to all proposals.
- Final agreements shall be reduced to writing and signed by both parties.
- The computation of salaries shall be based on the most current staff information *[amended 2002-2003]*.

### **ARTICLE I**

#### **Recognition**

The Cozad Education Association will request recognition as the bargaining agent for the certificated staff based upon their organization representing a majority of the certificated staff.

### **ARTICLE II**

#### **Teacher Rights**

- A. Nothing contained in this agreement shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- B. The Board will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the Board or institution of a grievance under the terms of this agreement.

### **ARTICLE III**

#### **Association Rights**

**A. Association Use of District Property**

Representatives of the Association and its affiliates shall be allowed to conduct Association business on school property during school hours, providing such business does not cause undue interruption of the school program.

The Association shall be allowed the use of the school buildings for meetings, providing that such use does not result in unscheduled maintenance costs, in which

case an appropriate fee for that use will be negotiated between the parties to this Agreement.

The Association shall be allowed the use of school equipment, including typewriters, computers, duplication machines, audio-visual equipment, and the standard office equipment, provided that the Board may assess the Association a reasonable fee for the expendable supplies consumed during such use.

The Association shall be allowed to make reasonable use of the school's communication system, including teachers' mailboxes, intercom, teacher bulletins, etc. Such use shall not cause unnecessary interruption of the education program of the school.

The Association shall not use school equipment, internet access, etc. for political reasons without prior approval and payment for such services.

## **ARTICLE IV**

### **Salaries**

#### **A. Salary Schedule**

The salary of each teacher covered by this agreement shall be determined by the salary schedule attached as Appendix A to this agreement.

#### **B. Initial Placement**

Teachers employed by the school system will receive credit for all *[amended 2008-2009]* years of teaching experience outside the system.

#### **C. Base Salary**

The base salary shall be \$38,250 for the 2023-2024 school year, see Appendix A for the schedule.

#### **D. Horizontal Movement**

- The intent of the school district is that teachers pursue advanced education on degree levels in the subject of their major teaching emphasis. Course work outside of one's major teaching area must have administrative approval, before salary increments are granted. If questions should arise on the acceptability of a specific course, an appraisal committee of two board members, two association members and the superintendent will hear the proposal and render a final decision. *[amended 2002-2003]*
- Hours up to BA+27 will be permitted even though they are not part of an approved program leading toward a Master's degree. Hours after BA+27 must be part of an MA program. *[amended 2002-2003]*
- Eliminate BA+36. (not retroactive) *[amended 2002-2003]*
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- Add MA+36 to Step 14 *[amended 2012-2013]*
- Teachers will be required to notify the Superintendent of the courses that they intend to take over the summer and be approved by April 1<sup>st</sup>. Also, if teachers intend to move horizontally on the salary schedule due to additional education preparation, this must be stated on the paperwork submitted to the Superintendent. *[amended 2015-2016J]*
- Transcripts evidencing satisfactory completion of hours to be used for salary schedule advancement must be on file in the Superintendent's office by October

1<sup>st</sup>• If October 1<sup>st</sup> is on a Saturday or Sunday, the transcripts must be on file the business day prior to October 1<sup>st</sup>• In the event that a teacher fails to file a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement for the current year. *[amended 2015-2016]*

- Hours earned prior to the time a BA or MA degree is awarded, which are in excess of the hours required for such a degree, shall not be counted for purposes of subsequent horizontal advancement of the salary schedule. *[amended 2002-2003]*
- Teachers who have only a Transitional Permit, Provisional Permit, Career Education Permit, Alternative Teaching Permit (Rule 21, section 005) are not eligible for horizontal advancement or placement on the salary schedule.

**E. Vertical Movement**

Teachers shall be placed on the proper vertical step in accordance with their experience in the district plus credited prior teaching experience with the exception of:

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- BA + 9 Step 1 and 2
- BA + 18 Step 1

Those listed above shall be paid the salary of BA Step 3. (Amended 2022-2023)  
No certificated personnel shall gain more than one year's experience in any year.

**F. Advancement in the Absence of a Successor Agreement**

Each teacher employed by the District will receive vertical and horizontal advancement if applicable in the event this agreement continues for the following school year in accordance with the provisions of ARTICLE X.

**G. Extra Duty**

Payment for extra duty assignments shall be in accordance with the extra duty/extra-curricular salary schedule attached as Appendix B. *[amended 2014-2015]*

Columns will be numbered from 1-7, left to right

Coaches and sponsors moving into the district will receive credit for a maximum of 8 years experience at a rate of ½ per year (so a max of 4 years experience would be allowed). If it is an odd number, it will be rounded down.

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## **ARTICLE V**

### **Insurance**

- A. Health Insurance [amended 2010-2011]**

The District agrees to pay for health insurance (EHA rates for coverage effective September 1<sup>st</sup>, 2023) for the 2023-2024 school year to be prorated according to the full-time equivalency of the individual staff member, as long as that employee has a 0.50 FTE. The Board will pay only one Family Policy per family plus full dental and vision [amended 2020-2021) when both employees are covered within the Educators Health Alliance.

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7. Certified staff will be given the option to purchase additional dental and vision coverage for their dependents at the certified staff member's cost.

**B. Disability Insurance**

This will be paid by the district. A certificated staff member must be 0.75 FTE to be eligible for disability insurance.

## **ARTICLE VI**

### **Terms of Employment**

**A. Teacher's Contract**

A contract for the employment of a teacher or administrator for a public school in the State of Nebraska shall be in writing. Neb. Rev. Stat. 79-817

**B. Release from Contract**

Refer to section in Board Policy 4056.  
Refer to the teacher handbook.

**C. Normal Work Day**

Refer to Board Policy: 4024.  
Refer to the teacher handbook.

**D. Annual Employment Period**

The board of education is required to approve any change in the number of contract days of the contract.

**E. Class coverage during planning period.**

Certified staff members will be paid 1/8 of a substitute's first day pay for 50 minutes covered, if this is the teacher's only planning period of the day and the coverage is approved by the building principal. The certified staff member leaving must be on school assignment. Certified staff members leaving the classroom for their convenience will need to find their own substitutes after approval from the principal.

## **ARTICLE VII**

### **Leaves**

**A. Sick Leave**

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Sick leave shall be granted for absence due to illness of the employee, children or spouse, as well as other members of their immediate household. Sick leave may be used in emergencies with approval, for serious accidents or illness of grown children, parent, brother, sister, brother or sister-in-law, son or daughter-in-law, grandchild, or grandparent of the employee or spouse. A doctor's verification of illness or injury may be required. Teachers are encouraged to have non-emergency elective surgery during vacation time if possible.

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**C. Bereavement**

All teachers shall be allowed 24 hours' death leave per year accumulative to 40 hours, with 16 hours allowed for funerals outside of immediate family members subject to approval of the building administrator. *[amended 2001-2002]* Personal leave may be used for additional death leave hours. After the personal hours have been used up, the teacher may use a maximum of 24 hours of paid sub leave. (Paid sub leave shall be determined to mean that the cost of a substitute teacher at the current sub rate shall be deducted from the teacher's salary.) All such leaves shall be subject to approval by the Superintendent and shall not be deducted from the accumulated sick leave.

**D. Professional Leave**

All certified personnel may be allowed up to sixteen hours of professional leave each year. This leave shall be used only to attend professional meetings and self-improvement activities which are directly related to the person's contracted education field. This shall not include interviewing for another position. All requests for professional leave shall be submitted in writing to their principal at least 40 hours prior to the date of leave. No expense for transportation will be provided for persons taking professional leave.

Personnel assigned to sponsor students or attend professional meetings by their supervisors will be reimbursed for their expenses at the normal rate.

**E. Absences/Unpaid Leave Request**

See district handbook.

Any teacher who is absent for reasons not covered in this agreement may have deducted from their salary the amount computed based on the number of contract days in relationship to the number of days absent (i.e. 1/185<sup>th</sup>).

Procedure for unpaid leave requests: Certified staff members may request unpaid leave if adequate substitutes may be found and it does not interfere with the mission of the school. Unpaid leave will be approved by the building principal. Recommendation for approval shall be based upon the merits of the request and the needs of the school. Requests need to be made at least 2 days prior to any absence and may not exceed 40 hours. Request and tentative principal approval need to have occurred before any travel plans are made or tickets purchased. The approved unpaid leave will be presented to the board of education under the consent agenda.

## **ARTICLE VIII**

### **Personal File**

Any teacher shall have the right, upon request, to review the contents of their personal file(s) and to receive copies at Board expense of any documents contained therein.

## **ARTICLE IX**

### **Safety**

The Safety Committee will be responsible for the following:

- The review, investigation and discussion of all workplace accidents involving employee injury or property damage.
- Maintaining a system for promptly detecting and correcting unsafe practices and conditions. This will include conducting quarterly job site inspections of the work site to address physical hazards and unsafe work practices.
- Any imminent danger situations should be corrected immediately. Recommendations should be submitted to management to address situations that do not present an immediate hazard.
- Providing suggestions to modify work stations and/or job responsibilities to minimize personal injuries, property damage and loss or productive time.
- Discuss new ideas for safety policies and procedures and submit corresponding recommendations to management.
- Review the status of previously submitted recommendations and either determine them to be:
  - Completed.
  - Not complete, but in process.
  - Rejected or found impractical.
- Discuss and develop new recommendations.
- Assist and develop new recommendations.
- Prepare minutes of all committee meetings. These minutes should record all decisions made and actions taken.
- Post the minutes on the employee bulletin board as a means of keeping both management and employees aware of the committee's progress.
- Prepare an annual report outlining the safety committee's objectives, recommendations progress to date. A copy of this report should be forwarded to the Superintendent.

If you have a desire to serve on the committee, you should contact the president of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways:

- Contact the teachers' association representative of the safety committee.
- Contact the President of the teachers' association.
- Contact the Safety Committee in care of the Superintendent.

**ARTICLE X**

**Duration of Agreement**

This contract shall be effective as of the beginning day of the 2023-2024 school year and shall continue in effect until a substitute contract is adopted, which shall then be fully retroactive to the beginning of the 2023-2024 school year.

**ARTICLE XI**

**Guaranteed Minimum**

The Board of Education reserves the right to exceed provisions of this agreement in circumstances when the Board with the approval of the CEA negotiations committee [amended 2001-2002] judges it to be in the best interests of the District.

**Article XII**

**Document Authorization**

**Association**

**Board of Education**

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

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



## APPENDIX B SCHEDULE 2023-2024

BASE = \$38,250.00

1	2	3	4	5	6	7
ASST ACA DECA (1)	ACA DECA/QUIZ BOWL (2)	ASST 7/8 BB (2B/2G)	ASST CHEER (1)	ASST CC (2)	ASST BB (1B/1G)	HEAD BB (1B/1G)
ASST FBLA (1)	ASST PEP CLUB (1)	ASST 7/8 FB (2)	ASST SPEECH (2)	ASST SB (2)	ASST FB (4)	HEAD FB (1)
ASST FCCLA (1)	CONCESSIONS (1)	ASST 7/8 TR (2B/2G)	HEAD 7/8 BB (2B/2G)	HEAD 9TH BB (1B/1G)	ASST TR (3B/3G)	HEAD SB (1)
ASST JR CLASS (1)	EVENT STREAMING (1)	ASST 7/8 VB (2)	HEAD 7/8 FB (2)	HEAD 9TH FB (1)	ASST VB (1)	HEAD TR (1B/1G)
ASST SR CLASS (1) 2% max	JUNIOR CLASS (1)	ASST 7/8 WR (1)	HEAD 7/8 TR (1B/1G)	HEAD 9TH VB (1)	ASST WR (2)	HEAD VB (1)
MS HAL/QUIZ BOWL (1)	MS INST MUSIC (1)	DI (1)	HEAD 7/8 VB (2)	HS INST MUSIC (1)	HEAD CHEER (1)	HEAD WR (1)
SMASH (2)	NHS (1)	DIGITAL JOURNALISM (1)	HEAD 7/8 WR (1)	HEAD ONE ACT (1)	HEAD CC (1)	
STAND (2)	MUSICAL PIT DIRECTOR (1)	FALL PLAY/MUSICAL (2)	HS VOC MUSIC (1)	ASST GOLF (B1)****	HEAD GOLF (1B/1G)	
STUDENT COUNCIL (1)	SENIOR CLASS (1)	FBLA (1)	FCCLA (1)		HEAD SPEECH (1)	
TRI-M (1)		HEAD PEP CLUB (1)	FFA (1)			
ASSIST NHS (1)		JAZZ (1)	SKILLS USA (1)			
		ASST ONE ACT (2)				

YEARS IN ACTIVITY AND COACHING SYSTEM

1	1%	1%	2%	3%	5%	6%	12%
	\$382.50	\$382.50	\$765.00	\$1,147.50	\$1,912.50	\$2,295.00	\$4,590.00
2	2%	2%	3%	4%	6%	7%	13%
	\$765.00	\$765.00	\$1,147.50	\$1,530.00	\$2,295.00	\$2,677.50	\$4,972.50
3	3%	3%	4%	5%	7%	8%	14%
	\$1,147.50	\$1,147.50	\$1,530.00	\$1,912.50	\$2,677.50	\$3,060.00	\$5,355.00
4		4%	5%	6%	8%	9%	15%
		\$1,530.00	\$1,912.50	\$2,295.00	\$3,060.00	\$3,442.50	\$5,737.50
5			6%	7%	9%	10%	16%
			\$2,295.00	\$2,677.50	\$3,442.50	\$3,825.00	\$6,120.00
6			7%	8%	10%	11%	17%
			\$2,677.50	\$3,060.00	\$3,825.00	\$4,207.50	\$6,502.50
7				9%	11%	12%	18%
				\$3,442.50	\$4,207.50	\$4,590.00	\$6,885.00
8					12%	13%	19%
					\$4,590.00	\$4,972.50	\$7,267.50
9						14%	20%
						\$5,355.00	\$7,650.00
10							21%
							\$8,032.50

\*0.25% of base for freshman (2) and sophomore (2) class sponsors.

\*\*Weight Training \$3,000.00 per year.

\*\*\*Numbers behind each position are a baseline for vacancies, however, additional coaches/sponsors may be added as approved by the Board of Education.

\*\*\*\*Placement based on 1 year probationary period

ALL POSITIONS ARE REQUIRED TO LOG HOURS

17. **DISCUSS, CONSIDER AND TAKE ACTION ON SUPERINTENDENT CONTRACT**

18. **AGENDA SETTING AND FUTURE MEETINGS**

- Monday, January 16th, Board of Education Regular Meeting, 7pm

19. **ADJOURNMENT**

\* **Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

\*\***Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

\*\*\***Action Item:** The board reserves the right to take action on any item on the board agenda.