

**Cozad Community Schools
Board of Education Regular Meeting
Monday, August 18, 2025 7:00 PM
Office of the Superintendent**

Mission: Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision: Cozad Creates Success

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. Pledge of Allegiance

1.3. 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.

1.4. Excused/Unexcused Board Member Absence

2. APPROVAL OF THE AGENDA

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

3. HAYMAKER HIGHLIGHT

4. PUBLIC COMMENT

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.

We have _____ speakers who have signed up to speak. We will allow ___ minutes per speaker for a total of _____ minutes.

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about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

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It is now _____ p.m. Our first speaker _____

5. **SUPERINTENDENT REPORT**

2025-2026 HAYMAKER NATION



New Year, New People, New Roles



New Teachers, New Staff, New Coaches



PRE-SERVICE DAYS



Agenda:

Vector and
Transportation Video

Efficiency

Minimize Travel

NEW STRATEGIC PLAN!

Personnel Effectiveness:

- Opportunities for Growth:
 - Developing a more robust onboarding and mentorship program
 - Improving evaluations
 - Planning more purposeful Professional Development
- Look for:
 - Alignment & evaluation of effectiveness for PD
 - MTSS training, instructional framework emphasis, behavior support emphasis

Access to Educational Opportunities:

- Opportunities for Growth:
 - Striving to create more career pathways and workforce prep. opportunities
 - HAL Programming
- Look for:
 - Potential community partnerships for workforce training
 - Updates to HAL Policy & Procedure
 - Continued curriculum updates

Cultural Inclusion & Engagement:

- Opportunities for Growth:
 - Deeper support for underrepresented students
- Look for:
 - PD about poverty, ELL, SPED, and cultural awareness Potential
 - collaboration with external partners

Board Governance:

- Opportunities for Growth:
 - Clearer roles, communication, and accountability at the leadership level
- Look for:
 - Regular updates on strategic plan progress
 - Requests for input and performance data to guide policy and professional growth

- HIGH MARKS!
- District-wide Emphasis
 - Ex: The Big 3
- Academic Focus
 - Marzano
 - Onboarding
 - Career Prep
 - HAL
 - PLCs
 - Test Scores

NEW STRATEGIC PLAN! CONT.



- Governance—
 - Policy work
 - School visits

- How to keep culture, communication, teamwork strong—
 - Superintendent Eval.
 - SUC/PAC
 - Curriculum Council
 - PTO
 - DIRT
 - Care/Concern/Fun
 - EX: Vector Trainings

Finance

- Currently in good standing
- State Aid Hit of \$800,000
- House not on fire, but I smell smoke!
- Minimizing expense:
 - Facilities/Construction costs
 - Curriculum/Furniture/Vehicles
 - Personnel – SUC Team
 - DIRT: Alterations Already Made



Teacher's Hat

- Contract Hours
- Student Issues
- Those Danged Cell Phones
- Computers/Social Media
- Supervision: Locker Rooms, Recess, Events, etc...
- Guest Speakers/ Surveys
- Professional Attire
- Golden Rule
- Last week of 2024-2025



MORE STUFF TO BE AWARE OF...

**Crisis
Team/PFA/
EHA**

**Calling
Tree/Door
Access**

Transportation

PTO
(EX: End of Day
Equity)

Title IX

**Mandatory
Reporter/
Grooming**

**Fundraising/
Concessions**
EX: Conf VB

**Working
Events - \$20
Activities/
Groups**

**Evaluation/
Handbooks/
Policy**

Dr. Dan's Role:

1. I am the only employee of the Board
2. I work for – and with – the Board
3. I am responsible for the Strat Plan, Budget, etc...
4. What you should expect from me -
 - Chain of Command, Communication, The Truth
 - Hard Work, Informed Decision-Maker
 - School Safety
 - Hold Haymaker Pride High– Total School People



6. **CONSENT AGENDA**

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

7.14.2025- Board of Education Regular Meeting Minutes

7.28.2025- Board of Education Special Meeting Minutes

Board of Education Regular Meeting

Monday, July 14, 2025 7:00 PM

Office of the Superintendent

1710 Meridian Ave

Cozad, NE 69130

Posted Locations:

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

Posted Date: 7/10/2025

The meeting was called to order at 7:00 PM

Joel Carlson: Present
Will Geiger: Present
Kiley Goff: Present
Stacey Mundell: Present
John Peden: Present
Michele Starman: Present

Present: 6.

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

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1.4. Excused/Unexcused Board Member Absence

All board members were present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda Passed with a motion by John Peden and a second by Stacey Mundell.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

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3. HAYMAKER HIGHLIGHT

Mr. Fisher provided an outline to the board about Safe2Help, a program being implemented at Cozad Community Schools for the 2025-2026 school year. Safe2Help is an approved statewide school safety reporting program. Students, staff, parents, and community members are able to report information about concerning behavior or possible harm anonymously and free of charge.

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It is now _____ p.m. Our first speaker _____

There was no public comment.

5. SUPERINTENDENT REPORT

Dr. Endorf provided the board with a news release regarding a recent phishing scam that impacted a nearby school district. This led to discussion regarding safeguards in place.

Dr. Endorf shared a copy of the budget process schedule. This process includes additional steps this year to ensure communication with the board and public.

President Goff briefed the board on arbitrage. The Budget Committee has been communicating with an entity to figure how much the district may have to pay in arbitrage. President Goff summarized the Finance Committee's conversation regarding the lack of State Aid and Dr. Endorf will address it at the special board meeting on July 28th.

6. CONSENT AGENDA

Motion to approve the consent agenda, as presented Passed with a motion by John Peden and a second by Michele Starman.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

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

June 16, 2025- Special Board of Education Meeting Minutes
June 16, 2025- Regular Board of Education Meeting Minutes

6.2. Congratulations, Condolences, Correspondences

6.3. Classified Resignations

6.4. Classified Hires:

- Bobbie Strain - Elementary TLC Paraprofessional
- Savannah Savick - Elementary Art Paraprofessional
- Scott Maddox - Activities Bus Driver

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

Calleigh Osmera, UNK, Improvement of Instruction in Elementary School Science, 3 hrs
Kimberly Heimann, Peru State, Study Design and Data Collection, 3 hrs
Kimberly Heimann, Peru State, Technology and Mediated Instruction, 3 hrs
Tessa Throckmorton, Fort Hays State University, Professional Ethics in School Psychology, 3hrs
Tessa Throckmorton, Fort Hays State University, Inferential Statistics, 3 hrs
Tessa Throckmorton, Fort Hays State University, Appraisal of Children, 4 hrs
Tessa Throckmorton, Fort Hays State University, Developmental Psychology, 3 hrs
Tessa Throckmorton, Fort Hays State University, Observations in School Psychology, 1 hr
Tessa Throckmorton, Fort Hays State University, Advanced Child Psychopathology, 3 hrs
Tessa Throckmorton, Fort Hays State University, Advanced Learning and Motivation, 3 hrs

6.7. Census Report

7. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS

Motion to approve the general, lunch, activities and depreciation financial report as presented, including monthly expenditures, which reflects the current financial standing of the District
Passed with a motion by Michele Starman and a second by Stacey Mundell.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea,
Michele Starman: Yea
Yea: 6, Nay: 0

7.1. Financial Report by Account

7.2. Financial Claims

8. BUILDING FINANCIAL CLAIMS

Motion to approve the building financial claims as presented, including monthly expenditures, which reflects the current financial standing of the District Passed with a motion by Michele Starman and a second by Will Geiger.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

8.1. Financial Claims

9. COMMITTEE REPORTS

Facilities: President Goff provided an update on the terrazzo project. There are some quality concerns that should be covered with warranty. Dr. Endorf plans to give the board a viewing of the Auditorium renovation at the end of the meeting.

Finance: President Goff again touched on the budget process for this year.

Policy: Member Starman shared that the committee has spent many hours in policy committee meetings. The 5000 series will be shared and up for approval at this meeting. President Goff shared that the committee was very efficient in their work on this series.

No further committee updates.

10. DISCUSS, CONSIDER AND TAKE ACTION REGARDING 2025-26 RATES FOR AFTERZONE

Motion to approve AfterZone pay rates for all participating students in 2025-26 and withdraw the district from the federal grant program. Passed with a motion by Stacey Mundell and a second by Joel Carlson.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

President Goff shared that the Finance Committee met and discussed that the AfterZone program faces losing federal funding moving forward. The committee is of the stance that it is a crucial program for the community but with funds frozen at the federal level the program is unsustainable in its present form. Therefore, the committee is proposing to withdraw from the federal grant, which comes with a number of stipulations that are negatively impacting the profits of the program, and keep the daycare license. The new model proposed is to charge tuition for all students participating in the after school and/or summer programs.

Member Mundell shared financial projections that influenced the committee's discussion. The Finance Committee ran the numbers to determine the best rate to move the program towards being self-funded. She also shared that families can apply for subsidized childcare if the new rates are difficult for families to manage.

11. DISCUSS, CONSIDER AND TAKE ACTION ON MEAL PRICES FOR 2025-2026

Motion to approve district lunch prices for the 2025-2026 as presented Passed with a motion by Michele Starman and a second by Joel Carlson.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

EL/CEEC Breakfast:\$1.65

MS/HS Breakfast:\$1.90

EL/CEEC Lunch:\$3.00

MS/HS Lunch:\$3.20

Adult Breakfast \$3.10

Adult Lunch \$5.10

With .10 cents raise:

EL/CEEC Breakfast:\$1.75

MS/HS Breakfast:\$2.00

EL/CEEC Lunch:\$3.10

MS/HS Lunch:\$3.30

Adult Breakfast \$3.20

Adult Lunch \$5.20

President Goff shared that this recommendation was made by Dr. Endorf to increase prices 10 cents on student meals to ensure that the food program is funded appropriately as it ran in a deficit this past school year. Rates have not increased over the past decade to keep up with food and labor costs. Entrees and side orders will also see price increases this year.

12. DISCUSS, CONSIDER AND TAKE ACTION ON 2025-2026 HANDBOOKS AND ACTIVITIES GUIDELINES

Motion to approve the Preschool/Elementary, Middle School/High School, and Activities Guidelines handbooks for the 2025-2026 school year with potential modifications related to Title IX changes and other district policy changes that may be forthcoming Passed with a motion by Michele Starman and a second by Stacey Mundell.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Mr. Fisher and Mr. Asche shared updates to the Middle/High School handbook. Mr. Fisher noted the addition of the Artificial Intelligence Policy (already in place) to the handbook. Mr. Fisher asked the board for feedback regarding student lunchtime driving. President Goff shared the Policy Committee's recommendation that lunch driving privileges only applied to juniors and seniors in the upcoming school year. Mr. Fisher and Mr. Asche noted important updates to the dress code and cell phone guidelines. Mr. Asche noted the section regarding behavior and consequences.

Mr. Dowdy shared updates to the Preschool/Elementary School handbook. He stressed consistency across the district. Mr. Dowdy noted the addition of a Student Code of Conduct, created by the Behavior MTSS team. Also noted was the requirement that food brought by students to share must be pre-packaged and store-bought.

Mr. Yilk shared updates to the Activities handbook. He noted a newly required form releasing the district from liability when students are traveling to an off-campus location for activities practices. Another new optional form will allow students who live outside of Cozad to meet the team at the location of the competition if it is near their home with administration, coach, and parent approval. Mr. Yilk noted the fundraising guidelines. Member Starman noted concerns regarding teams asking for donations without services or products. Dr. Endorf and Mr. Yilk shared a goal of incentivizing student groups to work concessions. Mr. Yilk noted the addition of general rules and expectations for school dances. Member Mundell requested that vapes and inhaled substances be included in the "prohibited substances" at school dances. Mr. Yilk noted that steroid use has been added to the list of offenses regarding substance use. He also noted that the eligibility for selection for dance royalty has also been added to the handbook. Mr. Yilk shared that there has been a reduction in consequences for students who self-report drug or alcohol use. Guidelines for starting a new organization or activity have also been added to the handbook.

Member Mundell thanked the administrators for their work on these handbooks.

Dr. Endorf noted that further changes might be needed after implementation.

13. DISCUSS, CONSIDER AND TAKE ACTION TO ESTABLISH STUDENT FEES FOR NON-EXTRACURRICULAR ACTIVITIES, INCLUDING THE AFTERZONE PROGRAM, FOR THE 2025-26 SCHOOL YEAR.

Motion to adopt the student fees policies for 2025-26 as presented with Item #10 increasing to \$5,485. Passed with a motion by Joel Carlson and a second by Michele Starman.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2024-2025 school year.

The public will be asked to provide input on the student fees policy for 2025-26.

President Goff shared that student fees have not been dramatically increased in recent years. These recommendations have been made in an effort to reasonably close that gap.

President Goff asked the public for input regarding student fees as discussed. No input was provided. Dr. Endorf mentioned increasing item #10 to \$5,485.

14. DISCUSS, CONSIDER AND TAKE ACTION RELATED TO ADOPTION OF 5000 SERIES OF BOARD POLICY

Motion to adopt the 5000 series as presented and recommended by the Policy Committee, with the exception of the High Ability Learner policy, but including recent state required policies related to behavior, attire and cell phone board policies Passed with a motion by Stacey Mundell and a second by Will Geiger.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

President Goff shared that the Policy Committee has reviewed these policies extensively. Policies highlighted in green are considered complete. Policies highlighted in yellow have notes to discuss or make the board aware of.

Member Mundell shared that the policy regarding the High Ability Learner Program is not complete. A meeting is scheduled with the committee and Mrs. Jenner to discuss later this month.

President Goff asked if there was any further discussion required from the board. No input was brought forth.

15. DISCUSS, CONSIDER, AND TAKE ACTION TO APPROVE THE RESOLUTION DESIGNATING VECTOR TRAININGS AS THE APPROPRIATE AND PROPER SOURCE OF TRAINING FOR DISTRICT STAFF DURING THE 2025-26 SCHOOL YEAR, AND AUTHORIZE THE SUPERINTENDENT TO TAKE ALL NECESSARY STEPS TO ENSURE STAFF TRAINING IN ACCORDANCE WITH NEBRASKA LAW AND RULE 10.

Motion to adopt the Vector trainings as presented and direct Dr. Endorf to complete other Rule 10 and NDE requirements as necessary. Passed with a motion by Stacey Mundell and a second by Michele Starman.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Dr. Endorf shared an outline of various required training courses for school staff. He shared that a more structured system for managing the completion of these training courses is necessary. Nurse Sera Shoemaker and Dr. Endorf would like to share these with staff members in July, rather than waiting until school starts to allow them more time to complete them. Dr. Endorf is proposing an earlier due date for staff with an incentive for completing them within that timeline.

President Goff clarified that completing training courses before staff contracts begin would be voluntary.

16. DISCUSS, CONSIDER AND TAKE ACTION ON THE NEW STRATEGIC PLAN

Motion to approve the 2025-2030 strategic plan as presented. Passed with a motion by Will Geiger and a second by Stacey Mundell.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

President Goff shared that the board and administration reviewed the Strategic Plan as proposed. No changes were requested. Member Carlson has accepted the position of chair of this committee and members have been identified.

17. ONBOARDING FOR NEW LEADERSHIP FOR 2025-26 REPORT

Dr. Endorf briefed the board on onboarding for new Leadership Team members, including the first Leadership Team meeting last week. He noted that the team will be attending Administrator Days in Kearney next week.

18. SUMMER PROJECTS REPORT

Dr. Endorf briefed the board on the current status of all summer projects. Dr. Endorf took the board on a tour of the projects housed in the Middle/High School.

19. UPCOMING NASB TRAININGS

July 29th in Kearney--Leadership Workshop for Superintendent and Board Members

20. AGENDA SETTING AND FUTURE MEETINGS

July 28, 2025 - Special Board Meeting-7pm

August 18, 2025- Board of Education Regular Meeting- 7pm

August 26, 2025- Board of Education Special Meeting-12pm

21. ADJOURNMENT

Motion to adjourn the meeting at 9:29pm Passed with a motion by Will Geiger and a second by Stacey Mundell.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, 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 9:29 PM.

Dr. Dan Endorf, Superintendent
Cozad Community Schools District No. 11

Board of Education Special Meeting

Monday, July 28, 2025 7:00 PM

Office of the Superintendent

1710 Meridian Ave

Cozad, NE 69130

Posted Locations:

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

Posted Date: 7/17/2025

The meeting was called to order at 7:00 PM

Joel Carlson:	Present
Will Geiger:	Present
Kiley Goff:	Present
Stacey Mundell:	Present
Michele Starman:	Present
John Peden	Absent

Present: 5, Absent: 1.

1. BOARD OF EDUCATION SPECIAL MEETING 7:00 P.M.

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1.2. Pledge of Allegiance

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2. APPROVAL OF THE AGENDA

Motion to approve the agenda Passed with a motion by Will Geiger and a second by Michele Starman.

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If the subject of your public comment is related to a particular student or staff member, we ask that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints

unless and until and individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now _____ p.m. Our first speaker _____

No public comment.

4. 2025-26 BUDGET PLANNING REPORT

Dr. Endorf presented the Board with the 2025-2026 Budget Projections. He explained the timing of school tax credit payments and how they impact the revenue of the district on a monthly basis. Dr. Endorf explained that the increase in receipts in recent years is due to Foundation Aid, increases in property taxes, and ESSER funding. In regard to Cozad's history of State Equalization Aid, Dr. Endorf shared that the district's valuation has increased by approximately 10% in each of the last two years. In turn, the 10% valuation increase has minimized Equalization Aid, otherwise known as State Aid, to the district. Board member discussion ensued. Cash reserve was also discussed. Cozad's cash reserve positions the district for lean years in State Aid as does a healthy Depreciation Fund. Endorf later outlined a plan for the next few months regarding the budget process as well as the strategy to analyze expenditures and consider cuts in spending. He will share an initial plan related to cost-cutting at the August meeting. He also discussed the process to access additional property tax authority. Board members shared thoughts and opinions accordingly. Dr. Endorf noted that valuations come out on August 20. A joint public hearing would take place in early September prior to completing the budget process.

5. AGENDA SETTING AND FUTURE MEETINGS

Next Regular Meeting is August 18, 2025.

6. ADJOURNMENT

Motion to adjourn the meeting at 9:24 PM Passed with a motion by Stacey Mundell and a second by Will Geiger.

Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Stacey Mundell: 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 9:42 PM.

Dr. Dan Endorf, Superintendent
Cozad Community Schools District No. 11

6.2. Congratulations, Condolences, Correspondences

6.3. Classified Resignations

Shelby Waltermire as of Sept 8th, 2025

6.4. Classified Hires

- Sherri Olbright, Bus Driver

6.5. Standing Reports

6.5.1. Sub Reports

6.5.2. Nutrition Services SNP Claim for Reimbursement Summary

July 2025 Reimbursement

SFSP Claim For Reimbursement Summary

240011 Status: Active
Cozad Community Schools
 DBA:
 1710 Meridian Avenue
 Cozad, NE 69130

Confirmation #: FD9M9L

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2025	0	08/06/2025	08/06/2025		Original

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Total Number of Non-Congregate Meals	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	2	18	2,043	134	0
AM Snack	0	0	0	0	0
Lunch	2	22	616	93	0
PM Snack	0	0	0	0	0
Supper	0	0	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	2,617	0	0	0	0	0	2,617
AM Snack	0	0	0	0	0	0	0
Lunch	2,316	0	0	0	0	0	2,316
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	2,617	2.8100	7,353.77
AM Snack	0	1.1400	0.00
Lunch	2,316	4.8900	11,325.24
PM Snack	0	1.1400	0.00
Supper	0	4.8900	0.00
Total			18,679.01

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	2,617	0.2775	726.22
AM Snack	0	0.1400	0.00
Lunch	2,316	0.5125	1,186.95
PM Snack	0	0.1400	0.00
Supper	0	0.5125	0.00
Total			1,913.17

Claim Reimbursement Total

20,592.18

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	18,679.01	1,913.17	20,592.18
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	18,679.01	1,913.17	20,592.18
Net Claim Reimbursement Total	18,679.01	1,913.17	20,592.18

[Hide Site Meal Details](#)

Site Meal Totals

0002 Cozad Elementary

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	18	58	574	0	3.0875	1,772.22
Lunch	18	58	1,041	0	5.4025	5,624.00
Site Total						7,396.22

0004 Cozad Middle School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	7	76	2,043	0	3.0875	6,307.76
Lunch	22	35	1,275	0	5.4025	6,888.18
Site Total						13,195.94

6.6. **Salary Advancement Applications**

Karmen Keith, University of Nebraska Kearney, Practicum Education, 3 hrs

Sierra Maginnis, University of Nebraska Kearney, Art 848, 3 hrs

Sierra Maginnis, University of Nebraska Kearney, Art 845, 3 hrs

Sierra Maginnis, University of Nebraska Kearney, Creative Photography, 3 hrs

Sierra Maginnis, University of Nebraska Kearney, Art 844, 3hrs

Sierra Maginnis, University of Nebraska Kearney, Art 864, 3 hrs

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses**. All faculty members that plan on working toward a graduate degree, **must also submit a plan of study**.

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st**. If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

Transcripts evidencing satisfactory completion of hours **must be on file in the District Office by October 1st**. If October 1st is on a Saturday or Sunday, the transcripts must be received the business day prior to October 1st. In the event that a teacher fails to submit a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement on the fall salary schedule.

*****This application must be submitted and approved PRIOR to registering for the course.*****

Name: Karman Keith Date: 7-16-25
College granting course credit: University of Nebraska Kearney
Course number: TE 816 A Course term date: Winter 2025 - Spring 2025
Jan. - May 2025
Number of graduate course hours: 3
Course title: Practicum: Education
Course description: While full time teaching, the student will be directly supervised by their cooperating teacher and university faculty.

How will this course be used to improve your teaching methods and why do you wish to take it?

This course was required by the state of Nebraska to complete my certification. I was not aware of this requirement and quickly enrolled with Dr. Endorf's help so I could fulfill my requirements before my temporary certificate lapsed!

Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

Approved Not Approved for school year: 2026-2027 Board notified: _____
Superintendent of Schools: Dr. Endorf Date: 7-28-25
Transcripts received by: _____ Date: _____

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application** prior to enrolling in any courses. All faculty members that plan on working toward a graduate degree, **must also submit a plan of study**.

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st**. If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

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This application must be submitted and approved **PRIOR** to registering for the course.

Name: Sierra Maginnis Date: 8/11/25

College granting course credit: UNK

Course number: Art 848 Course term date: Spring 26

Number of graduate course hours: 3

Course title: Art 848 Differentiated Instruction in Art

Course description: This course will provide an introduction to the philosophy of differentiated instruction and address the challenges of engaging diverse learners in the art classroom. The theories, research, and assumptions underlying differentiation will be examined, and applied to the implementation of successful differentiated instruction in the art classroom. Students will gain expertise making practical and flexible instructional decisions that help create a standards-based learning environment where all students can thrive and achieve in and through the arts.

How will this course be used to improve your teaching methods and why do you wish to take it?

This course will make me able to differentiate instruction and meet our students needs where they are at.

Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

Approved Not Approved for school year: 2026-2027 Board notified: _____

Superintendent of Schools: DEJ Date: 8/13/25

Transcripts received by: _____ Date: _____

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses**. All faculty members that plan on working toward a graduate degree, **must also submit a plan of study**.

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st**. If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

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This application must be submitted and approved **PRIOR** to registering for the course.

Name: Sierra Maginnis Date: 8/11/25

College granting course credit: UNK

Course number: Art 845 Course term date: Oct 22 - Dec 18

Number of graduate course hours: 3

Course title: Art & Culturally Responsive

Course description: This course explores the art of many cultures and enhances the teaching of art to a culturally diverse student body. Problems and issues of teaching art from cultures other than ones own will be addressed. Multiple aesthetic perspectives will be examined and debated

How will this course be used to improve your teaching methods and why do you wish to take it?

This course will equip me to become a more well rounded teacher. I will be able to teach enhanced lessons to our culturally diverse student body.

Submit this application to the District Office by **April 1st** (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

Approved Not Approved for school year: 2026-2027 Board notified: _____

Superintendent of Schools:  Date: 8/13/25

Transcripts received by: _____ Date: _____

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses**. All faculty members that plan on working toward a graduate degree, **must also submit a plan of study**.

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st**. If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

Transcripts evidencing satisfactory completion of hours **must be on file in the District Office by October 1st**. If October 1st is on a Saturday or Sunday, the transcripts must be received the business day prior to October 1st. In the event that a teacher fails to submit a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement on the fall salary schedule.

This application must be submitted and approved **PRIOR** to registering for the course.

Name: Sierra Maginnis Date: 8/11/25

College granting course credit: UNK

Course number: Art 828 Course term date: Aug 25- Dec 18

Number of graduate course hours: 3

Course title: Creative Photography

Course description: The primary goal of this course will be to explore photography technically visually, and conceptually. This course will explore the artistic potential of photography via digital techniques. Start with an overview on the basics of photography then move on to exploring some of the major concepts and visual theories on photography.

How will this course be used to improve your teaching methods and why do you wish to take it?

I wish to take this course because it will give me the opportunity to expand my curriculum into photography. Taking this course will help me better serve our students.

Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

Approved Not Approved for school year: 2026-2027 Board notified: _____

Superintendent of Schools: DS Date: 8/12/25

Transcripts received by: _____ Date: _____

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses.** All faculty members that plan on working toward a graduate degree, **must also submit a plan of study.**

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st.** If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

Transcripts evidencing satisfactory completion of hours **must be on file in the District Office by October 1st.** If October 1st is on a Saturday or Sunday, the transcripts must be received the business day prior to October 1st. In the event that a teacher fails to submit a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement on the fall salary schedule.

This application must be submitted and approved **PRIOR** to registering for the course.

Name: Sierra Maginnis Date: 8/11/25

College granting course credit: UNK

Course number: Art 844 Course term date: Spring 26

Number of graduate course hours: 3

Course title: Art 844 History, Theories and Philosophies of Art Education

Course description:
Students will learn about the development of American art education by examining historical ideas and practices and current theories and philosophies. This course will explore questions about American culture and influences of society on art education, as well as the impact of art and art education in a democratic and pluralistic society.

How will this course be used to improve your teaching methods and why do you wish to take it?

This will teach me about the history of art education. I will compare modern art teaching philosophies and practices with historic ones. This will equip me to be a better teacher to better serve our students.

Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

Approved Not Approved for school year: 2026-2027 Board notified: _____

Superintendent of Schools: DE Date: 8/13/25

Transcripts received by: _____ Date: _____

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses.** All faculty members that plan on working toward a graduate degree, **must also submit a plan of study.**

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st.** If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

Transcripts evidencing satisfactory completion of hours **must be on file in the District Office by October 1st.** If October 1st is on a Saturday or Sunday, the transcripts must be received the business day prior to October 1st. In the event that a teacher fails to submit a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement on the fall salary schedule.

This application must be submitted and approved **PRIOR** to registering for the course.

Name: Sierra Maginnis Date: 8-11-25

College granting course credit: UNK

Course number: Art 864 Course term date: Summer 26

Number of graduate course hours: 3

Course title: Art 864 Art, Activism, & Social Movements

Course description: This course will explore art as a form of political activism: the dynamic practice of combining the creative power of the arts with the strategic planning of social and/or cultural engagement. As a class, we will consider different aesthetic strategies that artists have used to address the politically urgent questions of their place and time. Students will seek answers to the questions of How is activism made visible? and How has visual culture played a role within the social movements of the last several decades? Some of the ideological intersections between art and

How will this course politics that will be examined include: visual responses to structural racisms, global climate change, feminism, state violence, and queer/trans equality issues.

This course will expose me to more art forms and more ways of applying art to real life situations. This course will make me a more well rounded artist and I will be better equipped to serve our students.

Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

Approved Not Approved for school year: 2026-2027 Board notified: _____
Superintendent of Schools: [Signature] Date: 8/17/25
Transcripts received by: _____ Date: _____

7. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS

7.1. Financial Report by Account

Regular; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Local Property Taxes	8,500,000.00	57,875.82	6,757,966.68	79.51	1,742,033.32
01 1100 0000	Cash Balance - Placeholder	0.00	0.00	0.00	0.00	0.00
01 1115	Carline Taxes	15,000.00	0.00	18,969.70	126.46	(3,969.70)
01 1125	Motor Vehicle Taxes	450,000.00	33,271.87	512,658.27	113.92	(62,658.27)
01 1311	Tuition from Individuals Reg Education	9,000.00	0.00	7,200.00	80.00	1,800.00
01 1323	TUITION FROM OTHER SCHOOL DISTRICTS-SPED	0.00	0.00	591.80	0.00	(591.80)
01 1370	Preschool Tuition and Fees	45,000.00	0.00	43,832.50	97.41	1,167.50
01 1510	Interest on Investments	10,000.00	25,818.82	202,419.19	2,024.19	(192,419.19)
01 1800	Community Services Activities	20,000.00	4,317.00	23,937.00	119.69	(3,937.00)
01 1910	Rental of Equip/Prop/Facilities	100.00	0.00	125.00	125.00	(25.00)
01 1911	Local License Fees	3,500.00	0.00	0.00	0.00	3,500.00
01 1920	Contributions and Donations	0.00	0.00	626.74	0.00	(626.74)
01 1921	Police Court Fines	1,000.00	25.00	150.00	15.00	850.00
01 1925	Categorical Grants from Corp/Private	5,000.00	0.00	9,000.00	180.00	(4,000.00)
01 1980	Refund of Prior Year Expenditures	0.00	140.00	1,540.00	0.00	(1,540.00)
01 1990	Miscellaneous Local Receipts	3,000.00	0.00	5,700.00	190.00	(2,700.00)
Subtotal: 1000		9,061,600.00	121,448.51	7,584,716.88	83.70	1,476,883.12
01 2110	County Fines and License Fees	60,000.00	4,082.95	89,596.77	149.33	(29,596.77)
01 2210	ESU Receipts	1,500.00	1,500.00	4,642.48	309.50	(3,142.48)
Subtotal: 2000		61,500.00	5,582.95	94,239.25	153.23	(32,739.25)
01 3110	State Aid	2,737,085.00	0.00	2,737,085.00	100.00	0.00
01 3120	SPED Reimb (School Age)	1,200,000.00	0.00	1,315,656.00	109.64	(115,656.00)
01 3125	SPED Transportation Reimb (School Age)	20,000.00	0.00	16,750.00	83.75	3,250.00
01 3130	Homestead Exemption	150,000.00	33,589.41	167,947.05	111.96	(17,947.05)
01 3131	Property Tax Credit	510,000.00	0.00	2,854,894.06	559.78	(2,344,894.06)
01 3180	Pro-Rate Motor Vehicle	21,000.00	35.71	18,484.68	88.02	2,515.32
01 3400	State Apportionment	150,000.00	0.00	297,686.82	198.46	(147,686.82)
01 3535	Payments for High Ability Learners	5,000.00	0.00	0.00	0.00	5,000.00
01 3540	State Early Childhood	20,000.00	0.00	11,086.00	55.43	8,914.00
01 3551	CAREER EDUCATION	0.00	0.00	7,199.00	0.00	(7,199.00)
Subtotal: 3000		4,813,085.00	33,625.12	7,426,788.61	154.30	(2,613,703.61)
01 4212	Title I, Part A:Support for Improvement	0.00	0.00	52,094.00	0.00	(52,094.00)
01 4421	IDEA PART-B ARP-BASE & ENROLLMENT POVERTY ALLOCATION	20,000.00	0.00	0.00	0.00	20,000.00
01 4422	IDEA PRESCHOOL ARP-BASE/ENROLLMENT POVERTY ALLOCATION	3,000.00	0.00	0.00	0.00	3,000.00
01 4505	Title I, Part A	185,000.00	91,764.00	286,457.00	154.84	(101,457.00)
01 4509	Title II, Part A	25,000.00	27,435.00	55,667.00	222.67	(30,667.00)
01 4512	IDEA Base	10,000.00	0.00	0.00	0.00	10,000.00
01 4516	IDEA Preschool	5,000.00	0.00	9,298.00	185.96	(4,298.00)
01 4518	IDEA Part B (611) Base & Enroll/Poverty	225,000.00	0.00	247,494.00	110.00	(22,494.00)
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	6,130.00	0.00	(6,130.00)
01 4530	OTHER FEDERAL RECEIPTS	1,500.00	0.00	0.00	0.00	1,500.00
01 4531	Title IV, Part B - 21st Century Grant	50,000.00	0.00	115,200.00	230.40	(65,200.00)
01 4708	MIPS	10,000.00	0.00	8,820.19	88.20	1,179.81
01 4709	MAAPS	15,000.00	0.00	5,882.23	39.21	9,117.77
01 4969	Title IV-A, SSAE Grant	10,000.00	13,651.00	28,821.00	288.21	(18,821.00)
01 4988	ARP-EXPANDED LEARNING AFTERSCHOOL (ARP ESSER III)	10,000.00	0.00	48,938.00	489.38	(38,938.00)
01 4989	ARP-EXPANDED LEARNING SUMMER (ARP ESSER III)	0.00	0.00	50,795.00	0.00	(50,795.00)
Subtotal: 4000		569,500.00	132,850.00	915,596.42	160.77	(346,096.42)
01 5300	Sale of Property	550.00	0.00	0.00	0.00	550.00

Regular; Processing Month 07/2025; Accounts to Include Accounts with
 Activity; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 5301	Insurance Adjustments	5,000.00	0.00	5,698.03	113.96	(698.03)
01 5690	OTHER NON-REVENUE RECEIPTS	10,000.00	197.48	4,571.26	45.71	5,428.74
Subtotal: 5000		15,550.00	197.48	10,269.29	66.04	5,280.71
01 9000	Non-Program Receipts	0.00	0.00	672.13	0.00	(672.13)
Subtotal: Non-Program Receipts		0.00	0.00	672.13	0.00	(672.13)
Fund Total:		14,521,235.00	293,704.06	16,032,282.58	110.41	(1,511,047.58)

Revenue Summary Report
Processing Month: 07/2025

Regular; Processing Month 07/2025; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	14,521,235.00	293,704.06	16,032,282.58	110.41	(1,511,047.58)

**Expenditure Report by Function/Object -
Summary**

08/04/2025 03:53 PM

Regular; Processing Month 07/2025; Fund Number 01

User ID: CCM

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance	
01	GENERAL FUND								
1100	6,153,450.00	431,520.27	4,824,320.36	79.44	1,329,129.64	0.00	63,860.57	1,265,269.07	
1101	1101 - WOODS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1102	1102 - METALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1103	1103 - VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1105	1105 -ART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1106	1106 - FCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1108	1108 - GREENHOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1109	1109 - AGRICULTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1110	1110 - BUSINESS_FBLA/SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1111	1111 - HAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1125	REG INSTR PROG SCHOOL AGE (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1150	LIMITED ENGLISH PROF PROGRAMS	216,500.00	14,573.98	213,816.32	98.87	2,683.68	0.00	245.75	2,437.93
1160	PROVERTY PROGRAMS	604,590.00	52,470.55	613,986.43	101.55	(9,396.43)	0.00	0.00	(9,396.43)
1190	EARLY CHILDHOOD PROGRAMS	126,550.00	11,176.44	129,000.43	105.65	(2,450.43)	0.00	4,693.80	(7,144.23)
1195	REG INSTR PROG BELOW AGE 5 (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1200	SPED INSTR PROGRAM SCHOOL AGE	1,703,300.00	87,886.72	1,272,751.32	74.92	430,548.68	0.00	3,444.26	427,104.42
1201	1201 - SPED DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1202	1202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1203	1203	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1204	1204	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1205	1205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1206	1206	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1207	1207	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1291	SPED INSTR PROGRAMS (AGE 3-5)	33,000.00	1,187.87	6,473.64	19.72	26,526.36	0.00	33.33	26,493.03
1292	SPED INSTR PROGRAMS (AGE 0-2)	0.00	0.00	492.80	0.00	(492.80)	0.00	0.00	(492.80)
1300	SUMMER SCHOOL	29,950.00	6,511.69	9,240.33	31.45	20,709.67	0.00	180.00	20,529.67
2110	ATTENDANCE AND SOCIAL WORK SERVICES	8,100.00	0.00	0.00	0.00	8,100.00	0.00	0.00	8,100.00
2120	GUIDANCE SERVICES	371,400.00	16,453.07	187,193.43	50.42	184,206.57	0.00	76.56	184,130.01
2130	HEALTH SERVICES	95,700.00	3,224.85	42,928.95	45.06	52,771.05	0.00	190.21	52,580.84
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2141	PSYCHOLOGICAL SERVICES SCHOOL AGE	114,100.00	9,509.09	99,100.67	86.85	14,999.33	0.00	0.00	14,999.33
2151	SPEECH PATH & AUDIOLOGY SVCS SCHOOL AGE	149,000.00	9,028.74	108,210.81	72.62	40,789.19	0.00	0.00	40,789.19
2152	SPEECH PATH & AUDIOLOGY SVCS (AGE 3-5)	55,000.00	6,475.55	39,746.13	72.27	15,253.87	0.00	0.00	15,253.87
2153	SPEECH PATH & AUDIOLOGY SVCS (AGE 0-2)	50,000.00	2,192.36	15,215.24	30.43	34,784.76	0.00	0.00	34,784.76
2161	OCCUPATIONAL THERAPY SVCS SCHOOL AGE	15,600.00	60.75	17,204.00	110.28	(1,604.00)	0.00	0.00	(1,604.00)
2162	OCCUPATIONAL THERAPY SVCS (AGE 3-5)	500.00	0.00	1,337.92	267.58	(837.92)	0.00	0.00	(837.92)
2163	OCCUPATIONAL THERAPY SVCS (AGE 0-2)	0.00	256.77	466.02	0.00	(466.02)	0.00	0.00	(466.02)
2171	PHYSICAL THERAPY SERVICES SCHOOL AGE	2,400.00	0.00	1,700.30	70.85	699.70	0.00	0.00	699.70
2172	PHYSICAL THERAPY SERVICES (AGE 3-5)	150.00	0.00	573.75	382.50	(423.75)	0.00	0.00	(423.75)
2173	PHYSICAL THERAPY SERVICES (AGE 0-2)	0.00	67.23	148.23	0.00	(148.23)	0.00	0.00	(148.23)
2181	VISUALLY IMP/VISION SVCS SCHOOL AGE	7,000.00	169.54	1,886.24	26.95	5,113.76	0.00	0.00	5,113.76
2190	OTHER SUPPORT SERVICES - STUDENT	326,500.00	24,284.03	313,235.29	95.94	13,264.71	0.00	0.00	13,264.71
2191	2191 - SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2192	2192 - FALL PLAY/MUSICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2193	2193 - DIG JQRNALISM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2194	2194 - NHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2195	2195 - ONE ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2210	IMPROVEMENT OF INSTRUCTION	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
2211	SCHOOL IMPROVEMENT	4,500.00	0.00	0.00	0.00	4,500.00	0.00	0.00	4,500.00
2212	INSTR AND CURR DEVELOPMENT	108,500.00	10,324.68	92,151.98	84.93	16,348.02	0.00	0.00	16,348.02
2213	INSTRUCTIONAL STAFF TRAINING	14,600.00	40.00	477.82	3.27	14,122.18	0.00	0.00	14,122.18
2219	OTHER IMPROVEMENT OF INSTRUCTION SVCS	12,000.00	0.00	10,699.85	89.17	1,300.15	0.00	0.00	1,300.15
2220	LIBRARY/MEDIA SERVICES	198,300.00	10,848.39	125,198.73	64.91	73,101.27	0.00	3,509.45	69,591.82

**Expenditure Report by Function/Object -
Summary**

08/04/2025 03:53 PM

Regular; Processing Month 07/2025; Fund Number 01

User ID: CCM

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	335,184.00	0.00	58,000.00	17.30	277,184.00	0.00	0.00	277,184.00
9000	215,326.00	0.00	672.13	0.31	214,653.87	0.00	0.00	214,653.87
01	16,806,900.00	1,024,016.96	12,450,686.11	74.89	4,356,213.89	0.00	136,686.45	4,219,527.44

**Expenditure Report by Function/Object -
Summary**

Regular; Processing Month 07/2025; Fund Number 01

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
16,806,900.00	1,024,016.96	12,450,686.11	74.89	4,356,213.89	0.00	136,686.45	4,219,527.44

SCHOOL DISTRICT NO. 11-Waypoint Bank/Custody Receipts

CUSIP#	ISSUE	MATURITY	AMOUNT
3130AJNT2	FEDERAL HOME LOAN BANK	6/4/2027	942,890.00
3130AKPJ9	FHLB	1/28/2028	604,427.45
3130AKT48	FHLB	1/27/2028	929,710.00
3130ALAV6	FHLB	2/24/2028	944,470.00
3130ALH31	FHLB	3/22/2029	465,620.00
3130ALMG6	FHLB	3/24/2031	455,530.00
3130AMPN6	FHLB	6/16/2028	473,695.00
3133MMT6	FFCB	1/13/2027	950,520.00
3130G45C3	FANNIE MAE	10/27/2025	742,860.00
259291MR0	DOUGLAS CO S/D#1	12/15/1932	234,266.55
259353MF4	DOUGLAS CO S/D#59	12/15/2028	189,724.00
878848JV3	TECUMSEH RFDG GO UT	12/15/2027	187,098.00
6817126Z3	OMAHA TXBLRFDG SER B	4/15/2026	293,289.00
48128UYD5	JM MORGAN CHASE BK CD	7/28/2028	\$248,000.00
			<hr/>
			\$7,662,100.00
		F.C.I.C.	<hr/>
			250,000.00
			<hr/>
			\$7,912,100.00

ACCOUNTS:	General Ckg-3009	560,336.15
	General MMA-7526	6,360,272.28
	Revolving Acct-0602	5,053.51
	125 Plan-2801	27,967.34
	Hot Lunch-3020	162,194.52
	CEA Checking-4650	948.96
	CEA Savings-1759	2,638.39
	Sunshine-7651	0.82
		<hr/>
		7,119,411.97

Amount of coverage over deposits. \$792,688.03
Dated this first day of August, 2025.

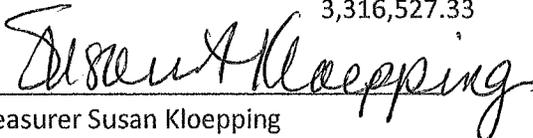
Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11-Homestead Bank

Nebraska Bankers Insurance and Services Company meets 102% of the Statutory Pledge Required.

ACCOUNTS:	798058	\$	348,143.59
	79702		1,248,256.89
	798017		1,720,126.85
			<hr/>
			3,316,527.33

Dated this first day of August, 2025.


Treasurer Susan Kloeping

SCHOOL DISTRICT NO. 11--SECURITY 1ST BANK

Nebraska Bankers Insurance and Services Company meets 102% of the Statutory Pledge Required.

ACCOUNTS:	STUDENT FEES -1095	10,814.31
	BOND FUND-9391	914,318.96
	EMP BENEFITS-6735	5,571.88
	QCPUF-5319	<u>34,526.06</u>
		\$965,231.21

Dated this first day of August, 2025.


Treasurer Susan Kloeping

SCHOOL DISTRICT NO. 11 COZAD CITY SCHOOLS

Activities Account

Beginning balance as July 1, 2025		\$346,730.58
Income: Receipts	16,542.98	
Interest	1,222.54	\$ 17,765.52
Disbursements:		\$ 16,352.51
Closing balance as of July 31, 2025		\$ 348,143.59
Homestead Bank #058		\$ 348,143.59

Respectfully submitted,


Susan Kloeping
District No. 11 Treasurer

GENERAL FUND

Comparison

Beginning Balance as of 7/1/2025	\$ 7,640,303.72		
Deposits	\$ 267,885.24		
Interest	\$ 25,818.82		
Voided checks	\$ -		
Payroll expenses	\$ 896,648.78	\$ 863,650.43	as of 7/20/2024
ACH Fee	\$ 75.00	\$ 75.00	as of 7/20/2024
Accounts Payable expenses	\$ 136,833.05	\$ 220,420.35	as of 7/20/2024
Total book balance as o 7/31/2025	<u>\$ 6,900,450.95</u>	<u>\$ 5,080,938.03</u>	as of 7/31/2024
Projected tax deposit	\$ 144,054.87	\$ 164,420.19	as of 8/15/2024
Other deposits to date	\$ 158,341.87	\$ -	as of 8/15/2024
Payroll to date	\$ 897,532.00	\$ 868,421.34	as of 8/15/2024
Accounts Payable to date	\$ 371,114.31	\$ 454,096.05	as of 8/15/2024
Total book balance as o 8/15/2025	<u>\$ 5,934,201.38</u>	<u>\$ 3,922,840.83</u>	as of 8/15/2024

BOND FUND

Beginning Balance as of 7/1/2025	\$ 887,493.32		
Deposits	\$ 10.94		
Deposit-2022 Bond	\$ 23,770.65		
Interest	\$ 3,044.05		
Disbursements	\$ -		
Total book balance as o 7/31/2025	<u>\$ 914,318.96</u>	\$ 901,346.18	as of 7/31/2024
Interfund Loan	\$ -	\$ -	
Interfund Loan Payment	\$ -		
Bond payment-Series 2020	\$ -	\$ -	as of 8/15/2024
Bond payment-Series 2022	\$ -	\$ -	
Wire Fee	\$ -		
Projected tax deposit	\$ 18.48	\$ 11,692.46	as of 8/15/2024
Projected tax deposit-2022	\$ 21,338.15	\$ 27,800.26	
Total book balance as o 8/4/2025	<u>\$ 935,675.59</u>	<u>\$ 940,838.90</u>	as of 8/15/2024

BUILDING FUND

Beginning Balance as of 7/1/2025	\$ 1,428,256.70		
Deposits	\$ 4,419.30		
Interest	\$ 4,697.72		
Disbursements	\$ 213,416.83		
Total book balance as o 7/31/2025	<u>\$ 1,223,956.89</u>	\$ 2,868,595.06	as of 7/31/2024
Projected tax deposit	\$ 3,636.38	\$ 4,365.14	as of 8/15/2024
Other deposits to date	\$ -	\$ -	
Disbursements to date	\$ 679,036.07	\$ 117,902.66	as of 8/15/2024
Total book balance as o 8/15/2025	<u>\$ 548,557.20</u>	<u>\$ 2,755,057.54</u>	as of 8/15/2024

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Beginning Balance as of 7/1/2025	\$ 31,634.50		
Deposits	\$ 2,779.47	\$ -	
Interest	\$ 112.09	\$ 573.45	as of 7/20/2024
Disbursements	\$ -		as of 7/20/2024
Total book balance as o 7/31/2025	<u>\$ 34,526.06</u>	\$ 1,261,395.75	as of 7/31/2024
Projected tax deposit	\$ 2,286.02		
Accounts Payable to date	\$ -	\$ 1,191,772.00	as of 8/15/2024
Total book balance as of 8/4/2025	<u>\$ 36,812.08</u>	<u>\$ 69,623.75</u>	as of 8/15/2024

DEPRECIATION FUND

Beginning Balance as of 7/1/2025	\$ 1,714,114.30	
Deposits	\$ -	
Interest	\$ 6,012.55	
Disbursements	\$ -	
Total book balance as of 7/31/2025	<u>\$ 1,720,126.85</u>	\$ 1,545,028.94 as of 7/31/2024
Accounts Payable to date	\$ -	
Total book balance as of 8/15/2025	<u>\$ 1,720,126.85</u>	

LUNCH FUND

Beginning Balance as of 7/1/2025	\$ 157,122.98	
Deposits	\$ 22,506.23	
Voided Checks	\$ -	
Interest	\$ 562.02	
Payroll expenses	\$ -	
Accounts Payable expenses	\$ 18,129.91	\$ 18,421.20 as of 7/20/2024
Total book balance as of 7/31/2025	<u>\$ 162,061.32</u>	\$ 538,689.09 as of 7/31/2024
Projected federal reimbursement	\$ 20,592.18	\$ 12,792.82 as of 8/15/2024
Other deposits to date	\$ 710.50	\$ 11.00 as of 8/15/2024
Payroll to date	\$ -	
Accounts Payable to date	\$ 17,473.95	\$ 115,458.78 as of 8/15/2024
Total book balance as of 8/15/2025	<u>\$ 165,890.05</u>	\$ 436,034.13 as of 8/15/2024

EMPLOYEE BENEFIT FUND

Beginning Balance as of 7/1/2025	\$ 5,646.06	
Deposits	\$ 13.16	
Interest	\$ 6.16	
Disbursements	\$ 106.66	
Total book balance as of 7/31/2025	<u>\$ 5,558.72</u>	\$ 2,837.15 as of 7/31/2024
Expected transfer from General Fund	\$ -	\$ -
Disbursements to date	\$ 13.16	\$ - as of 8/15/2024
Total book balance as of 8/4/2025	<u>\$ 5,545.56</u>	\$ 2,837.15 as of 8/15/2024

STUDENT FEE FUND

Beginning Balance as of 7/1/2025	\$ 10,802.47	
Deposits		
Interest	\$ 11.84	
Disbursements	\$ -	
Total book balance as of 7/31/2025	<u>\$ 10,814.31</u>	\$ 5,650.95 as of 7/31/2024
Other deposits to date	\$ -	\$ - as of 8/15/2024
Disbursements to date	\$ -	\$ - as of 8/15/2024
Total book balance as of 8/4/2025	<u>\$ 10,814.31</u>	\$ 5,650.95 as of 8/15/2024

7.2. Financial Claims

Checking Account: 1
 Check Number: 816

GENERAL CHECKING

Check Type: Automatic Payment Check Date: 08/18/2025 Vendor: BLACHILL

BLACK HILLS ENERGY

Check Total: 572.73

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JULY2025	07/28/2025		BHE363178: Gas services - HS	01 2610 621 001	22.67
JULY2025	07/28/2025		SG285404: Gas services - Trans House	01 2610 621 001	45.33
JULY2025	07/28/2025		BHE350720: Gas services - FB Stadium	01 2610 621 001	66.07
JULY2025	07/28/2025		BHE363178: Gas services - MS	01 2610 621 002	22.66
JULY2025	07/28/2025		BHE363102: Gas services - EL	01 2610 621 004	374.40
JULY2025	07/28/2025		SG584718: Gas services - CEEC	01 2610 621 005	41.60

Check Number: 817

Check Type: Automatic Payment Check Date: 08/18/2025 Vendor: PUMPPANTRY

PUMP & PANTRY

Check Total: 1,290.57

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
106378270	07/31/2025		Driver's Education - Fuel	01 1300 610 001	157.08
106378270	07/31/2025		#102 - Fuel	01 2650 626 000	0.00
106378270	07/31/2025		#201 - Fuel	01 2650 626 000	0.00
106378270	07/31/2025		#202 - Fuel	01 2650 626 000	0.00
106378270	07/31/2025		#206 - Fuel	01 2650 626 000	0.00
106378270	07/31/2025		#204 - Fuel	01 2650 626 000	0.00
106378270	07/31/2025		#205 - Fuel	01 2650 626 000	82.69
106378270	07/31/2025		New cards shipping	01 2710 610 000	0.00
106378270	07/31/2025		#93A - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#312 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#314 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		Card replacement fee	01 2710 626 000	0.00
106378270	07/31/2025		#303 - Fuel	01 2710 626 000	340.80
106378270	07/31/2025		#124 - Fuel	01 2710 626 000	188.50
106378270	07/31/2025		#125 - Fuel	01 2710 626 000	151.58
106378270	07/31/2025		#126 - Fuel	01 2710 626 000	130.45
106378270	07/31/2025		#122 - Fuel	01 2710 626 000	96.15
106378270	07/31/2025		#123 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#311 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		Rebates and reversals	01 2710 626 000	0.00
106378270	07/31/2025		#110 - Fuel (2019 Exp)	01 2710 626 000	0.00
106378270	07/31/2025		#117 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#116 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#114 - Fuel	01 2710 626 000	52.87
106378270	07/31/2025		#304 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#305 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#308 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#309 - Fuel	01 2710 626 000	0.00
106378270	07/31/2025		#111 - Fuel (2023 Exp)	01 2710 626 000	0.00
106378270	07/31/2025		#119 - Fuel	01 2710 626 000	45.62
106378270	07/31/2025		#310 - Fuel	01 2710 626 000	0.00

Checking Account: 1
4126

GENERAL CHECKING

08/05/2025

Repair sprinklers-football field

01 2630 431 001

141.11

Check Number: 31076

Check Type: Check

Check Date: 08/18/2025 Vendor: AMAZON

AMAZON.COM

Check Total:

866.19

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
111-9485433-7230651	07/01/2025	CCS33511	locks	01 2610 610 002	459.99
113-3838969-5501838	07/23/2025	CCS33531	Laser Pointer for Presentations, Wireles	01 1100 610 001	8.99
113-3838969-5501838	07/23/2025	CCS33531	RUBFAC 120 Balloons Assorted Color 12 In	01 1100 610 001	7.99
113-3838969-5501838	07/23/2025	CCS33531	Shipping	01 1100 610 001	6.99
114-0022263-4234606	07/01/2025	CCS33517	Fuutreo 2 Pieces Classroom Paper Storage	01 1100 610 004	63.99
114-0022263-42346061	07/01/2025	CCS33519	30PCS Clear Plastic Student Math Protrac	01 1100 610 004	8.99
114-3918678-4112264	07/01/2025	CCS33518	Ticonderoga My First Short Triangular Wo	01 1200 610 004	12.60
114-3918678-4112264	07/01/2025	CCS33518	Stylo Pack of 6 Pencil Grips for Kids Ha	01 1200 610 004	13.98
114-3918678-4112264	07/01/2025	CCS33518	File Organizer for Desk, File Folder Org	01 1200 610 004	19.94
114-3918678-4112264	07/01/2025	CCS33518	Paper Mate Arrowhead Pink Pearl Cap Eras	01 1200 610 004	9.77
114-3918678-4112264	07/01/2025	CCS33518	1600 Pcs 3/4" Misofuki Garage Sale Price	01 1200 610 004	5.95
114-3918678-4112264	07/01/2025	CCS33518	VELCRO Brand Dots with Adhesive White	01 1200 610 004	13.49
114-3918678-4112264	07/01/2025	CCS33518	DIYMAG Magnetic Hooks, 30Lbs Strong Heav	01 1200 610 004	9.01
114-3918678-4112264	07/01/2025	CCS33518	DIYMAG Magnets with Adhesive Backing, 36	01 1200 610 004	9.49
114-3918678-4112264	07/01/2025	CCS33518	12pack Fridge Magnets Refrigerator Magne	01 1200 610 004	6.98
114-3918678-4112264	07/01/2025	CCS33518	SUNEE 30 Packs Oversized Reusable Dry Er	01 1200 610 004	19.90
114-3918678-4112264	07/01/2025	CCS33518	ZILLEEN 6 Pack Kitchen Timers for Cookin	01 1200 610 004	9.99
114-3918678-4112264	07/01/2025	CCS33518	Amazon Basics Durable Clear Sheet Protec	01 1200 610 004	10.75
114-3918678-4112264	07/01/2025	CCS33518	Kleenex Ultra Soft Facial Tissues, 8 Cub	01 1200 610 004	18.18
114-4953515-1505014	07/15/2025	CCS33522	ARTISTRO 2 White Dual-Tip Acrylic Paint	01 1100 610 004	6.99
114-4953515-1505014	07/15/2025	CCS33522	Boao 35 Pieces 7 Inch 1950's Records Dec	01 1100 610 004	8.99
114-4953515-1505014	07/15/2025	CCS33522	Carpet Dots with Number 1-26,4 Inch Circ	01 1100 610 004	9.79
114-4953515-1505014	07/15/2025	CCS33522	Teacher Created Resources Spot On Carpet	01 1100 610 004	19.96
114-4953515-1505014	07/15/2025	CCS33522	Dry Erase Markers with Fine Tip, Bulk Pa	01 1100 610 004	27.06
114-4953515-1505014	07/15/2025	CCS33522	Kids Sunglasses Bulk, Neon Sunglasses Pa	01 1100 610 004	21.99
114-4953515-1505014	07/15/2025	CCS33522	LotFancy Playing Cards, Large Print, 12	01 1100 610 004	17.99
114-4953515-1505014	07/15/2025	CCS33522	Mr. Pen Erasers for Pencils, 120 Pack, P	01 1100 610 004	13.96
114-4953515-1505014	07/15/2025	CCS33522	Classroom Magnetic Letter Tiles for Phon	01 1100 610 004	22.49

Check Number: 31077

Check Type: Check

Check Date: 08/18/2025 Vendor: APPLINC

APPLE INC.

Check Total:

776.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MB84317234	07/15/2025	CCS33500	iPad for WJ V	01 1200 650 004	658.00
MB84317234	07/15/2025	CCS33500	AppleCare	01 1200 650 004	118.00

Check Number: 31078

Check Type: Check

Check Date: 08/18/2025 Vendor: BRENGRAV

Brent Graves Tree Service LLC

Check Total:

3,000.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AUG2025	08/12/2025		Removed trees; pruning	01 2630 431 000	3,000.00

Check Number: 31079

Check Type: Check

Check Date: 08/18/2025 Vendor: BUFFPOWE

BUFFALO OUTDOOR POWER, LLC

Check Total:

25.93

Detail Check Register

Unposted; Batch Description AUGUST 2025 CHECKS

Checking Account: 1		GENERAL CHECKING			
879883	07/01/2025	Rodent repellent	01 2610 610 001	17.15	
879921	07/02/2025	Belt for edger	01 2630 610 000	17.81	
880062	07/07/2025	#311 battery	01 2710 610 000	312.84	
880062	07/07/2025	Armor All Wash & Wax	01 2710 610 000	7.29	
880278	07/09/2025	Grease cart	01 2710 610 000	11.94	
880622	07/15/2025	Adapter	01 2710 610 000	16.64	
880696	07/16/2025	Edger belt	01 2630 610 000	10.42	
881376	07/28/2025	Opener battery	01 2610 610 001	10.34	
Check Number: 31086	Check Type: Check	Check Date: 08/18/2025	Vendor: EARLAUTO	EARL'S AUTO GLASS	Check Total: 355.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
11156	07/15/2024		#118 windshield repair	01 2730 431 000	355.00
Check Number: 31087	Check Type: Check	Check Date: 08/18/2025	Vendor: EASTBUTL	East Butler Public Schools	Check Total: 2,739.79
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SKILLSNAT	07/10/2025		Reimburse bus expense for SkillsUSA	01 1100 580 001 0010	2,739.79
Check Number: 31088	Check Type: Check	Check Date: 08/18/2025	Vendor: ELECSYSTEM	ELECTRONIC SYSTEMS, INC.	Check Total: 369.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
36665	07/29/2025		Annual inspection-HS	01 2670 431 001	104.80
36665	07/29/2025		Annual inspection-MS	01 2670 431 002	104.80
36665	07/29/2025		Annual inspection-EL	01 2670 431 004	159.60
Check Number: 31089	Check Type: Check	Check Date: 08/18/2025	Vendor: ENDODANI	Daniel Endorf	Check Total: 92.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CELLJUNE25	08/12/2025		Reimburse cellphone-June 2025	01 2320 295 000	92.63
Check Number: 31090	Check Type: Check	Check Date: 08/18/2025	Vendor: ESUCC	ESU COORDINATING COUNCIL	Check Total: 3,589.61
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CANV000239	07/17/2025	CCS33319	Canvas Renewal for 2025-2026 for 560 stu	01 2580 650 000	2,520.00
COOP003067	07/29/2025	CCS33373	Annual Public Performance Site License -	01 2580 650 000	758.00
NCN0000121	07/15/2025		Fortimail 2024-2025	01 2580 650 000	311.61
Check Number: 31091	Check Type: Check	Check Date: 08/18/2025	Vendor: HAARJORD	Jordan Haarberg	Check Total: 128.15
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
PSUG2025	07/24/2025	CCS33230	Meal stipend-PSUG 2025	01 2580 580 000	128.15
Check Number: 31092	Check Type: Check	Check Date: 08/18/2025	Vendor: SUPPWORK	Home Depot U.S.A., Inc.	Check Total: 2,373.03
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
872022140	07/01/2025		Custodial supplies	01 2610 610 000	1,074.70
873433460	07/10/2025		Custodial supplies	01 2610 610 000	60.00
874565559	07/17/2025		Custodial supplies	01 2610 610 000	254.76
875678369	07/24/2025		Custodial supplies	01 2610 610 000	146.40
875678369	07/24/2025		Purple diamond floor pads	01 2610 610 001	365.50

Checking Account: 1

GENERAL CHECKING

IN4893223	07/28/2025	CCS33355	Binder Clips-2" wide	01 1100 610 004	13.80
IN4893223	07/28/2025	CCS33355	Self-Adhesive Reinforcement Label Ring-W	01 1100 610 004	4.15
IN4893223	07/28/2025	CCS33355	Bic Round Stic Pens-Medium Point-Black	01 1100 610 004	10.50
IN4893223	07/28/2025	CCS33355	Dry Erase Markers-Expo Low Odor-Red	01 1100 610 004	34.80
IN4893223	07/28/2025	CCS33355	Dry Erase Markers-Expo Low Odor-Blue	01 1100 610 004	87.00
IN4893223	07/28/2025	CCS33355	Pocket Portfolio-Recycled-Gray	01 1100 610 004	10.40
IN4893223	07/28/2025	CCS33355	Sharpie Fine Point Marker-Black	01 1100 610 004	19.20
IN4893223	07/28/2025	CCS33355	Glue Sticks-Clear-Elmers Classpack	01 1100 610 004	96.00
IN4893223	07/28/2025	CCS33355	AAA Cell-Alkaline Batteries	01 1100 610 004	7.90
IN4893223	07/28/2025	CCS33355	Post-It Notes-Dispenser Refills-3x3-Line	01 1100 610 004	6.60
IN4893223	07/28/2025	CCS33355	Pocket Folders-Letter-with Fasteners-RED	01 1100 610 004 0003	24.90
IN4893223	07/28/2025	CCS33355	Pocket Folders-Letter-with Fasteners-Bla	01 1100 610 004 0003	49.80
IN4893223	07/28/2025	CCS33355	Twin Pocket Portfolios with Fasteners-As	01 1100 610 004 0003	49.80
IN4893223	07/28/2025	CCS33355	Highlighter-Retractable-Assorted-8 Color	01 1100 610 004 0003	6.70
IN4893223	07/28/2025	CCS33355	Crayola Model Magic-Assortment Bucket	01 1200 610 004	13.60
IN4893223	07/28/2025	CCS33355	Powder Free Vinyl Glove-Large	01 1200 610 004	19.10
IN4893223	07/28/2025	CCS33355	Glue Sticks-Clear-Elmers Classpack	01 2220 610 004	19.20
IN4893248	07/28/2025	CCS33342	Styrofoam Cups-12 oz	01 1100 610 002	45.75
IN4893248	07/28/2025	CCS33342	Plastic Bags-Ziplock-Quart Size (Ziploc	01 1100 610 002	35.60
IN4893248	07/28/2025	CCS33342	Plastic Bags-Ziplock-Quart Size	01 1100 610 002	30.99
IN4893248	07/28/2025	CCS33342	Plastic Bags-Ziplock-Gallon Size	01 1100 610 002	34.48
IN4893248	07/28/2025	CCS33342	Sharpie Fine Point Marker-Black	01 1100 610 002	6.40
IN4893248	07/28/2025	CCS33342	Sharpie Fine Point Marker-Red	01 1100 610 002	19.20
IN4893248	07/28/2025	CCS33342	Kraft Paper-Scarlet	01 1100 610 002	79.05
IN4893248	07/28/2025	CCS33342	Kraft Paper-Lite Green	01 1100 610 002	88.75
IN4893248	07/28/2025	CCS33342	Kraft Paper-Purple	01 1100 610 002	86.35
IN4893248	07/28/2025	CCS33342	Pocket Folder-Red	01 1100 610 002	90.60
IN4893248	07/28/2025	CCS33342	Pocket Folders-Blue	01 1100 610 002	7.55
IN4893248	07/28/2025	CCS33342	Pocket Folders-Green	01 1100 610 002	22.65
IN4893248	07/28/2025	CCS33342	Pocket Folders-Yellow	01 1100 610 002	7.55
IN4893248	07/28/2025	CCS33342	Pocket Folders-Orange	01 1100 610 002	7.55
IN4893248	07/28/2025	CCS33342	Pocket Folders-Purple	01 1100 610 002	7.55
IN4893248	07/28/2025	CCS33342	Post-It Notes-3x3-Assorted	01 1100 610 002	13.60
IN4893248	07/28/2025	CCS33342	Post-It Notes-Dispenser Refills-3x3-Asso	01 1100 610 002	50.20
IN4893248	07/28/2025	CCS33342	Staples-Standard	01 1100 610 002	18.40
IN4893248	07/28/2025	CCS33342	Elmer's School Glue-Gallon Size Plastic	01 1100 610 002	27.50
IN4893248	07/28/2025	CCS33342	AAA Cell-Alkaline Batteries	01 1100 610 002	23.70
IN4893248	07/28/2025	CCS33342	Glue Sticks-Clear-Elmers Classpack	01 1100 610 002	38.40
IN4893248	07/28/2025	CCS33342	Pencil Sharpener-Electric Model	01 1100 610 002	115.50
IN4893248	07/28/2025	CCS33342	Desktop Calendar Pad	01 1100 610 002	9.25
IN4893248	07/28/2025	CCS33342	Bic Round Stic Pens-Medium Point-Black	01 1100 610 002	7.35

Checking Account:	1	GENERAL CHECKING				
IN4894755	07/29/2025	CCS33334	Professional Lysol Disinfectant Spray-Or	01 1190 610 005		110.00
IN4894755	07/29/2025	CCS33334	Plastic Cutlery-Forks	01 1190 610 005		15.90
IN4894755	07/29/2025	CCS33334	Paper Plates-6'	01 1190 610 005		35.90
IN4894755	07/29/2025	CCS33334	Sandwich Bags-Zip Lip	01 1190 610 005		33.60
IN4894755	07/29/2025	CCS33334	Plastic Bags-Ziplock-Gallon Size	01 1190 610 005		57.40
IN4894755	07/29/2025	CCS33334	Post-It Assorted Flags and Arrows	01 1291 610 005		8.30
IN4894755	07/29/2025	CCS33334	Post-It Notes-1 1/2 x 2-Plain	01 1291 610 005		1.23
IN4894776	07/29/2025	CCS33365	Desktop Calendar Pad	01 1100 610 001		9.25
IN4894776	07/29/2025	CCS33365	C Cell-Alkaline Batteries	01 1100 610 001		8.12
IN4894776	07/29/2025	CCS33365	AA Cell-Alkaline Batteries	01 1100 610 001		16.30
IN4894776	07/29/2025	CCS33365	Pencil Sharpener	01 1100 610 001		8.40
IN4894776	07/29/2025	CCS33365	Pencil Sharpener-Electric Model	01 1100 610 001		49.50
IN4894776	07/29/2025	CCS33365	Dry Erase Markers-Expo Low Odor-Red	01 1100 610 001		34.80
IN4894776	07/29/2025	CCS33365	Dry Erase Markers-Expo Low Odor-Green	01 1100 610 001		52.20
IN4894776	07/29/2025	CCS33365	Dry Erase Markers-Expo Low Odor-Purple	01 1100 610 001		34.80
IN4894776	07/29/2025	CCS33365	Facial Tissue 2-Ply	01 1100 610 001		190.20
IN4894776	07/29/2025	CCS33365	Sharpie Fine Point Marker-Black	01 1100 610 001		6.40
IN4894776	07/29/2025	CCS33365	AAA Cell-Alkaline Batteries	01 1100 610 001		7.90
IN4894776	07/29/2025	CCS33365	Graph Paper-1/4" Squares-White-Printed o	01 1100 610 001		12.30
IN4894776	07/29/2025	CCS33365	Sharpie Fine Point Marker-Black	01 1100 610 001		6.50
IN4894776	07/29/2025	CCS33365	Post-It Notes-3x3-Assorted	01 1100 610 001		13.60
IN4894776	07/29/2025	CCS33365	Tape Dispenser	01 1100 610 001		11.00
IN4894776	07/29/2025	CCS33365	Staples-Standard	01 1100 610 001		0.92
IN4894776	07/29/2025	CCS33365	Pocket Folders-Blue	01 1100 610 001		7.55
IN4894776	07/29/2025	CCS33365	Colored File Folders-Letter Size-Red	01 1100 610 001		24.10
IN4894776	07/29/2025	CCS33365	Highlighter-Brite Liner	01 1100 610 001		3.70
IN4894776	07/29/2025	CCS33365	Intermediate Pencils	01 1100 610 001		76.32
IN4894776	07/29/2025	CCS33365	Index Cards-3x5-Plain	01 1100 610 001		3.22
IN4894776	07/29/2025	CCS33365	Dry Erase Markers-Expo Low Odor-Blue	01 1100 610 001		26.10
IN4894776	07/29/2025	CCS33365	9 Volt Transistor-Alkaline Batteries	01 1100 610 001		13.95
IN4894776	07/29/2025	CCS33365	Bic Round Stic Pens-Medium Point-Black	01 1100 610 001		5.25
IN4894776	07/29/2025	CCS33365	Binder Clips-3/4"	01 1100 610 001		2.86
IN4894776	07/29/2025	CCS33365	Penmanship Paper-8 1/2x11-Nor Margin	01 1100 610 001		4.45
IN4894776	07/29/2025	CCS33365	Colored File Folders-Letter Size-Yellow	01 1100 610 001		24.10
IN4894776	07/29/2025	CCS33365	File Folder Labels-Mini-Sheet	01 1100 610 001		2.88
IN4894776	07/29/2025	CCS33365	Highlighter Pens-Yellow-Sharpie Accent L	01 1100 610 001		9.40
IN4894776	07/29/2025	CCS33365	Post-It Notes-4x6-Lined	01 1100 610 001		8.88
IN4894776	07/29/2025	CCS33365	Laminating Pouches-Business Card Size	01 1100 610 001		14.55
IN4894776	07/29/2025	CCS33365	Magic Mending (Scotch)Tape	01 1100 610 001		55.20
IN4894776	07/29/2025	CCS33365	Highlighter-Assorted Accent Tank Style-1	01 1100 610 001		5.53
IN4894776	07/29/2025	CCS33365	Highlighter-Brite Liner Grip	01 1100 610 001		2.85

Checking Account:	1	GENERAL CHECKING					
IN4894776	07/29/2025	CCS33365	First Aid Kit-Refill Pack	01 1100 610 001 0006		14.99	
IN4894776	07/29/2025	CCS33365	Felt Sheets-9x12-Assortment	01 1100 610 001 0006		4.40	
IN4894776	07/29/2025	CCS33365	USB JetFlash Drive-16 GL	01 1100 610 001 0009		65.50	
IN4894776	07/29/2025	CCS33365	Chalk-Yellow	01 1100 610 001 0009		0.84	
IN4894776	07/29/2025	CCS33365	Tape Dispenser	01 1100 610 001 0009		2.75	
IN4894776	07/29/2025	CCS33365	Pliers-6"-Slip Joint	01 1100 610 001 0009		37.20	
IN4894776	07/29/2025	CCS33365	Abrasive Cut-off Wheel	01 1100 610 001 0009		42.00	
IN4894776	07/29/2025	CCS33365	Earplugs	01 1100 610 001 0009		24.85	
IN4894776	07/29/2025	CCS33365	Pencil Sharpener-Electric Model	01 1100 610 001 0009		16.50	
IN4894776	07/29/2025	CCS33365	Pocket Folders-Blue	01 1100 610 002 0003		15.10	
IN4894776	07/29/2025	CCS33365	Pocket Folders-Green	01 1100 610 002 0003		15.10	
IN4894776	07/29/2025	CCS33365	Pocket Folder-Red	01 1100 610 002 0003		15.10	
IN4894776	07/29/2025	CCS33365	Post-It Notes-3x5-Lined	01 1150 610 001		16.70	
IN4894776	07/29/2025	CCS33365	Twin Pocket Portfolios with Fasteners-As	01 1150 610 001		12.45	
IN4894776	07/29/2025	CCS33365	Glue Sticks-Clear-Elmers Classpack	01 1150 610 001		9.60	
IN4894776	07/29/2025	CCS33365	Economy Headphones-Walkman Style	01 1200 610 001		14.45	
IN4894776	07/29/2025	CCS33365	Post-it Notes-3x5-Lined	01 2120 610 001		16.70	
IN4894776	07/29/2025	CCS33365	Pocket Folder-Red	01 2120 610 001		15.10	
IN4894776	07/29/2025	CCS33365	Post-It Notes-3x3-Assorted	01 2220 610 001		13.60	
IN4894776	07/29/2025	CCS33365	Post-It Notes-3x3-Plain	01 2220 610 001		20.10	
IN4894776	07/29/2025	CCS33365	Pencil Sharpener-Electric Model	01 2410 610 001		16.50	
IN4894776	07/29/2025	CCS33365	Hanging File Folders-Letter Size	01 2410 610 001		11.25	
IN4894776	07/29/2025	CCS33365	Uni-ball Micro Pens-Blue	01 2410 610 001		30.80	
IN4894776	07/29/2025	CCS33365	Post-It Notes-3x5-Lined	01 2410 610 001		16.70	
IN4894776	07/29/2025	CCS33365	Self-Adhesive Unruled Chart Table-27x34	01 2410 610 001		68.72	
IN4894776	07/29/2025	CCS33365	Bulletin Board-2'x3'-Aluminum Frame-Tax-	01 2410 610 001		33.77	
IN4894776	07/29/2025	CCS33365	Desktop Calendar Pad	01 2410 610 001		37.00	
IN4894776	07/29/2025	CCS33365	C Cell-Alkaline Batteries	01 2610 610 001		81.20	
IN4894776	07/29/2025	CCS33365	AA Cell-Alkaline Batteries	01 2610 610 001		24.45	
Check Number: 31096	Check Type: Check	Check Date: 08/18/2025	Vendor: JOHNSPOT	Johnny on the Spot	Check Total:	115.65	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
72280	08/04/2025		Repair toilet in EL staff bathroom	01 2620 431 004	115.65		
Check Number: 31097	Check Type: Check	Check Date: 08/18/2025	Vendor: JOHNMICK	MICK JOHNSON	Check Total:	230.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
JULY2025	07/31/2025		Piano tuning	01 1100 340 001 0003	230.00		
Check Number: 31098	Check Type: Check	Check Date: 08/18/2025	Vendor: KOCHLYND	Lyndee Koch	Check Total:	80.37	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
PSUG2025	08/13/2025	CCS33230	Meal reimbursement-PSUG 2025	01 2580 580 000	80.37		
Check Number: 31099	Check Type: Check	Check Date: 08/18/2025	Vendor: LEVEDATA	Level Data, Inc.	Check Total:	943.00	

Detail Check Register

Unposted; Batch Description AUGUST 2025 CHECKS

Checking Account: 1

GENERAL CHECKING

PRINCIPALS25-26	08/04/2025	2025-2026 NASSP dues - C Fisher	01 2410 810 001	20.00
PRINCIPALS25-26	08/04/2025	2025-2026 NASSP dues - J Asche	01 2410 810 002	20.00

Check Number: 31109 Check Type: Check Check Date: 08/18/2025 Vendor: NASB NE ASSOCIATION OF SCHOOL BOARDS Check Total: 10,973.14

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
N-53655	07/01/2025		Brd Devlp-Strategic Planning	01 2310 330 000	250.00
N-53655	07/01/2025		Brd Devlp-Strategic Planning	01 2310 330 000	9,900.00
N-53655	07/01/2025		General Transp/Travel Reimb	01 2310 580 000	254.80
N-53655	07/01/2025		Brd Devlp-Strategic Planning expense	01 2310 580 000	36.37
N-53655	07/01/2025		General Transp/Travel Reimb	01 2310 580 000	254.80
N-53655	07/01/2025		Brd Devlp-Strategic Planning expense	01 2310 580 000	10.17
N-53709	07/14/2025		2025 NASB Leadership Wksp-J Carlson	01 2310 330 000	89.00
N-53711	07/01/2025		2025 NASB Leadership Wksp-S Mundel	01 2310 330 000	89.00
N-53724	07/23/2025		2025 NASB Leadership Wksp-D Endorf	01 2320 330 000	89.00

Check Number: 31110 Check Type: Check Check Date: 08/18/2025 Vendor: NCSA NE COUNCIL OF SCHOOL ADMINISTRATORS Check Total: 1,920.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
87467	07/28/2025		2025 Admin Days-Lunch-T Jenner	01 2410 580 004	35.00
87468	07/28/2025		2025 Admin Days-J Anderson	01 1200 330 000 0020	225.00
87468	07/28/2025		2025 Admin Days-Lunch-J Anderson	01 1200 580 000 0020	35.00
87469	07/28/2025		2025 Admin Days-D Endorf	01 2320 330 000	225.00
87469	07/28/2025		2025 Admin Days-Lunch-D Endorf	01 2320 580 000	35.00
87469	07/28/2025		2025 Admin Days-J Dowdy	01 2410 330 004	225.00
87469	07/28/2025		2025 Admin Days-T Jenner	01 2410 330 004	225.00
87469	07/28/2025		2025 Admin Days-Lunch-J Dowdy	01 2410 580 004	35.00
87469	07/28/2025		2025 Admin Days-P Wolfe	01 2580 330 000	225.00
87469	07/28/2025		2025 Admin Days-Lunch-P Wolfe	01 2580 580 000	35.00
87470	07/28/2025		2025 Admin Days-C Fisher	01 2410 330 001	225.00
87470	07/28/2025		2025 Admin Days-Lunch-C Fisher	01 2410 580 001	35.00
87471	07/28/2025		2025 Admin Days-J Asche	01 2410 330 002	225.00
87471	07/28/2025		2025 Admin Days-Lunch-J Asche	01 2410 580 002	35.00
87937	07/31/2025		2025 Business Manager Training	01 2510 330 000	100.00

Check Number: 31111 Check Type: Check Check Date: 08/18/2025 Vendor: NEBRSAFE NEBRASKA SAFETY CENTER Check Total: 2,725.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
57-14474	07/01/2025		Class B & Passenger Endorsement-A Feik	01 2710 330 000	270.00
57-14474	07/01/2025		Class B & Passenger Endorsement-S Maddox	01 2710 330 000	270.00
57-14474	07/01/2025		Level 2 Pupil Transportation-G Hosick	01 2710 330 000	125.00
57-14572	08/04/2025		2025-2026 Pupil Transportation training	01 2710 330 000	250.00
57-14572	08/04/2025		Class B & Passenger Endorsement-5	01 2710 330 000	1,350.00
57-14572	08/04/2025		Category C-School Bus Endorsement-2	01 2710 330 000	460.00

Checking Account: 1		GENERAL CHECKING					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
PSUG2025	08/01/2025	CCS33230	Meal reimbursement-PSUG 2025	01 2580 580 000	86.31		
Check Number: 31122	Check Type: Check	Check Date: 08/18/2025	Vendor: SAVVLEAR	SAVVAS LEARNING COMPANY LLC	Check Total:	22,248.00	
7029091518	07/16/2025	CCS33300	Savvas Science: MS	01 1100 640 002	11,124.00		
7029091520	07/16/2025	CCS33300	Savvas Science: MS	01 1100 640 002	11,124.00		
Check Number: 31123	Check Type: Check	Check Date: 08/18/2025	Vendor: SCCLLLC	SCCL, LLC	Check Total:	150.00	
SEPT2025	08/01/2025		Rental of unit #36-Sept	01 2610 441 000	150.00		
Check Number: 31124	Check Type: Check	Check Date: 08/18/2025	Vendor: SCHOMAGA	SCHOLASTIC MAGAZINES	Check Total:	749.25	
M7619471	07/22/2025	CCS33415	Scholastic SCOPE magazine for 7th ELA st	01 1100 610 002	749.25		
M7619471	07/22/2025	CCS33415	Scholastic SCOPE magazine shipping and h	01 1100 610 002	0.00		
Check Number: 31125	Check Type: Check	Check Date: 08/18/2025	Vendor: SCHOHEAL	School Health Corporation	Check Total:	40.49	
cinv000264275	07/19/2025	CCS33487	supplies 25-26	01 2130 610 000	38.51		
cinv000271149	07/30/2025	CCS33369	Moist Towelettes-Alcohol Prep Pads	01 1100 610 001	1.98		
Check Number: 31126	Check Type: Check	Check Date: 08/18/2025	Vendor: SHOESERA	Sera Shoemaker	Check Total:	20.44	
134820	08/12/2025		Reimburse for nurse supplies	01 2130 610 000	20.44		
Check Number: 31127	Check Type: Check	Check Date: 08/18/2025	Vendor: SMARPASS	SmartPass Inc.	Check Total:	1,913.95	
INV179778	07/01/2025	CCS33536	Hall Pass standard plan-HS	01 1100 643 001	1,023.30		
INV179778	07/01/2025	CCS33536	Hall Pass standard plan-MS	01 1100 643 002	890.65		
Check Number: 31128	Check Type: Check	Check Date: 08/18/2025	Vendor: SNELSERV	Snell Services, Inc.	Check Total:	755.00	
7208	07/17/2025		Look at roof drain-install back flow	01 2620 431 001	755.00		
Check Number: 31129	Check Type: Check	Check Date: 08/18/2025	Vendor: SONNYS	Sonny's Super Foods	Check Total:	10.00	
AUG25-1	08/01/2025	CCS33527	Bike/Scooter Summer School	01 1300 610 004	10.00		
Check Number: 31130	Check Type: Check	Check Date: 08/18/2025	Vendor: STAPADVA	STAPLES ADVANTAGE	Check Total:	471.62	
6036418971	07/04/2025	CCS33359	Masking Tape-1"x60 yd rolls	01 1100 610 004	50.40		
6036418971	07/04/2025	CCS33359	Masking Tape	01 1100 610 004	50.40		
6036418975	07/04/2025	CCS33371	Masking Tape	01 1100 610 001 0005	100.80		
6036563107	07/08/2025	CCS33371	Manila Envelopes-9x12	01 1100 610 001	15.48		
6036563107	07/08/2025	CCS33371	Manila Envelopes-9x12	01 2120 610 001	15.48		

Detail Check Register

Unposted; Batch Description AUGUST 2025 CHECKS

Checking Account: 1		GENERAL CHECKING				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
25-7457	07/11/2025	CCS33495	computer charging cart- LOTM32- ELEM	01 1100 650 004	390.00	
25-7457	07/11/2025	CCS33495	Shipping	01 1100 650 004	82.80	
Check Number: 31135	Check Type: Check	Check Date: 08/18/2025	Vendor: TROYTIRE	Troy's Tire & Auto	Check Total:	66.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6261	07/14/2025		#102 tire repair	01 2730 431 000	33.00	
6630	08/14/2025		#204 tire repair	01 2650 431 000	33.00	
Check Number: 31136	Check Type: Check	Check Date: 08/18/2025	Vendor: VERNSTFTW	VERNIER SOFTWARE & TECHNOLOGY	Check Total:	4,442.36
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5525874	07/08/2025	CCS33506	HS Science Equipment- Biology	01 1100 610 001	4,442.36	
Check Number: 31137	Check Type: Check	Check Date: 08/18/2025	Vendor: VINCKYLE	Kyle Vincent	Check Total:	15.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
AUG2025	08/06/2025		Reimburse microfiber clothes/dis water	01 2610 610 001	15.10	
Check Number: 31138	Check Type: Check	Check Date: 08/18/2025	Vendor: WOLFPATT	Patty Wolfe	Check Total:	173.53
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CELLJULY25	08/01/2025		Reimburse cellphone-July	01 2580 294 000	50.59	
PSUG2025	07/20/2025	CCS33230	Meal stipend-PSUG 2025	01 2580 580 000	122.94	
Check Number: 31139	Check Type: Check	Check Date: 08/18/2025	Vendor: WYEBOT	WYEBOT INC.	Check Total:	700.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2025-10404	07/18/2025	CCS33535	Wyebot renewal for one year	01 2580 650 000	700.00	
Check Number: 31140	Check Type: Check	Check Date: 08/18/2025	Vendor: YILK	Jeremy Yilk	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CELLJULY25	08/01/2025		Reimburse cellphone-July	01 2490 291 001	75.00	
Check Number: 17272	Check Type: Direct Deposit	Check Date: 08/18/2025	Vendor: BOPW	BOARD OF PUBLIC WORKS	Check Total:	23,827.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JULY2025	08/01/2025		7693: Water - Transition House	01 2610 410 001	110.55	
JULY2025	08/01/2025		7693: Sewer - Transition House	01 2610 410 001	35.80	
JULY2025	08/01/2025		1166: Water - HS	01 2610 410 001	42.90	
JULY2025	08/01/2025		1166: Sewer - HS	01 2610 410 001	82.05	
JULY2025	08/01/2025		2134: Water - Stadium Well	01 2610 410 001	405.60	
JULY2025	08/01/2025		1169: Water - HS Sprinklers	01 2610 410 001	75.40	
JULY2025	08/01/2025		5862: Water - MS	01 2610 410 002	364.00	
JULY2025	08/01/2025		5862: Sewer - MS	01 2610 410 002	63.30	
JULY2025	08/01/2025		6160: Water - EL Sprinklers	01 2610 410 004	52.00	
JULY2025	08/01/2025		5679: Water - EL	01 2610 410 004	93.60	
JULY2025	08/01/2025		5679: Sewer - EL	01 2610 410 004	88.72	
JULY2025	08/01/2025		53: Water - CEEC - Soccer Field	01 2610 410 005	158.60	

Detail Check Register

Unposted; Batch Description AUGUST 2025 CHECKS

Checking Account: 1		GENERAL CHECKING				
1485718	07/11/2025		E-Rate Circuit Cost Recovery	01 2560 382 000	150.12	
Check Number: 17278	Check Type: Direct Deposit	Check Date: 08/18/2025	Vendor: DAWSPEST	DAWSON PEST CONTROL	Check Total:	207.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
28191	07/31/2025		Interior Spray all building	01 2610 431 000	207.43	
Check Number: 17279	Check Type: Direct Deposit	Check Date: 08/18/2025	Vendor: EAKESKE	EAKES OFFICE PLUS - KEARNEY	Check Total:	4,013.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV669651	07/22/2025		Administrative Charge	01 2530 550 000	5.00	
INV669651	07/22/2025		129855: DO BW Copies	01 2530 550 000	64.87	
INV669651	07/22/2025		129855: DO Color Copies	01 2530 550 000	184.43	
INV669651	07/22/2025		129829: HS Faculty Lounge BW Copies	01 2530 550 001	229.28	
INV669651	07/22/2025		129853: HS Office BW Copies	01 2530 550 001	38.31	
INV669651	07/22/2025		129853: HS Office Color Copies	01 2530 550 001	705.69	
INV669651	07/22/2025		129856: MS Lounge BW Copies	01 2530 550 002	41.84	
INV669651	07/22/2025		129856: MS Lounge Color Copies	01 2530 550 002	620.69	
INV669651	07/22/2025		129886: MS Library BW Copies	01 2530 550 002	134.24	
INV669651	07/22/2025		129857: EL Office BW Copies	01 2530 550 004	162.75	
INV669651	07/22/2025		129857: EL Office Color Copies	01 2530 550 004	947.48	
INV669651	07/22/2025		129883: EL Teach Lounge BW Copies	01 2530 550 004	354.98	
INV669651	07/22/2025		129884: EL North Work room BW Copies	01 2530 550 004	0.00	
INV669651	07/22/2025		129854: CEEC BW Copies	01 2530 550 005	79.76	
INV669651	07/22/2025		129854: CEEC Color Copies	01 2530 550 005	386.21	
INV674451	08/06/2025		Administrative Charge	01 2530 550 000	3.50	
INV674451	08/06/2025		130441: DO BW Copies	01 2530 550 000	3.73	
INV674451	08/06/2025		1159576: DO BW Copies	01 2530 550 000	0.00	
INV674451	08/06/2025		129829: HS Faculty Lounge BW Copies	01 2530 550 001	3.95	
INV674451	08/06/2025		129833: HS Office Printer BW Copies	01 2530 550 001	13.35	
INV674451	08/06/2025		129834: HS Comp Lab BW Copies	01 2530 550 001	0.00	
INV674451	08/06/2025		129858: HS Music Room BW Copies	01 2530 550 001	13.65	
INV674451	08/06/2025		1159573: HS Weight Room BW Copies	01 2530 550 001	7.79	
INV674451	08/06/2025		1159574: MS BW Copies	01 2530 550 002	0.38	
INV674451	08/06/2025		1159577: MS Lab BW Copies	01 2530 550 002	0.61	
INV674451	08/06/2025		1159579: MS Office BW Copies	01 2530 550 002	8.91	
INV674451	08/06/2025		1159580: EL Comp Lab BW Copies	01 2530 550 004	1.09	
INV674451	08/06/2025		1158883: Elem Speech BW Copies	01 2530 550 004	0.00	
INV674451	08/06/2025		1159575: EL Office BW Copies	01 2530 550 004	0.95	
INV674451	08/06/2025		1159571: CEEC Office BW Copies	01 2530 550 005	0.28	
Check Number: 17280	Check Type: Direct Deposit	Check Date: 08/18/2025	Vendor: ESU10	EDUCATIONAL SERVICE UNIT #10	Check Total:	1,821.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
07282025	07/28/2025		Speech Birth-2 Billing	01 2153 591 000	1,690.25	
26382	07/24/2025		Technical support	01 2580 340 000	131.25	

Checking Account: 6 LUNCH FUND
 Check Number: 26685 Check Type: Check

Check Date: 08/18/2025 Vendor: OPAAFOOD OPAA! FOOD MANAGEMENT OF NEBRASKA, LLC

Check Total: 17,473.95

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NE00065923	07/31/2025		Summer Student Lunches	06 3100 340 000	7,983.42
NE00065923	07/31/2025		Summer Student Breakfasts	06 3100 340 000	1,378.63
NE00065923	07/31/2025		Snacks	06 3100 340 000	0.00
NE00065923	07/31/2025		Ala Carte sales	06 3100 340 000	0.00
NE00065923	07/31/2025		Adult Lunches	06 3100 340 000	63.53
NE00065923	07/31/2025		Adult Breakfasts	06 3100 340 000	0.00
NE00065923	07/31/2025		Commodity credit	06 3100 340 000	0.00
NE00065923	07/31/2025		Summer Non-Con Lunches	06 3100 340 000	2,958.96
NE00065923	07/31/2025		Summer Non-Con Breakfasts	06 3100 340 000	4,906.88
NE00065923	07/31/2025		Student Lunches	06 3100 340 000	182.53

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 17,473.95

Detail Check Register

Posted; Batch Description EMPLOYEE BENEFITS AUG 2025

Checking Account: 3

EMPLOYEE BENEFIT

Check Number: 1109

Check Type: Automatic Payment

Check Date: 08/18/2025

Vendor: AMERITAS

Ameritas Life Insurance Corp.

Check Total:

13.16

Invoice Number

Invoice Date

PO Number

Detail Description

Chart of Account Number

Detail Amount

AUG2025

08/01/2025

COBRA Vision premium-Cover

03 9000 950 000

13.16

*Denotes Expensed Invoice Item

Checking Account ID: 3

Total without Voids:

13.16

8. BUILDING FINANCIAL REPORTS AND CLAIMS

8.1. Financial Report by Account

8.2. Financial Claims

Checking Account: 8

BUILDING FUND

Check Number	Check Type	Check Date	Vendor	DeMarco Brothers Company	Check Total
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1104	Check	08/18/2025	DEMABROT	DeMarco Brothers Company	56,570.00
19771	07/24/2025		Strip, refinish, seal old Terrazzo floor	08 4700 450 001	48,565.00
AUG2025	08/04/2025		Grind, buff, seal floor in locker room	08 4700 450 001	8,005.00
1105	Check	08/18/2025	MIDSSCEQ	Mid-States School Equipment Co.	162,186.68
5311	07/15/2025		Auditorium seating	08 4700 450 001	162,186.68
1106	Check	08/18/2025	PAULSEN	PAULSEN, INC.	107,766.39
2025-2	08/05/2025		2025 EL 1st & 2nd grade rooms-Pay App 2	08 4700 450 004	107,766.39
1107	Check	08/18/2025	PROTINT	Pro-Tint	1,995.00
JULY2025	07/29/2025		Window tinting-HS	08 4700 450 001	1,330.00
JULY2025	07/29/2025		Window tinting-EL	08 4700 450 004	665.00
1108	Check	08/18/2025	WALTELEC	Walters Electric	350,000.00
45007974	07/22/2025		Electrical contract-auditorium	08 4700 450 001	350,000.00
1109	Check	08/18/2025	WILKARCH	WILKINS ARCHITECTURE DESIGN PLANNING LLC	518.00
6823	07/30/2025		HS-Auditorium	08 4700 450 001	187.50
6823	07/30/2025		HS-Auditorium-Reimb	08 4700 450 001	80.50
6824	07/30/2025		ELEM 2025 Remodel	08 4700 450 004	250.00
6824	07/30/2025		ELEM-2025 Remodel-reimb	08 4700 450 004	0.00

*Denotes Expensed Invoice Item

Checking Account ID: 8

Total without Voids: 679,036.07

9. BOND FINANCIAL REPORTS

9.1. Financial Report by Account

10. COMMITTEE REPORTS

2025 BOARD COMMITTEES

Committee	Board Members	Notes/Purpose	Tentative Dates
Executive Committee	Kiley Michele Other	Board Meeting Prep	Friday Before the Monthly Meeting
American Civics	Stacey Will Michelle	2 mtgs/year; *2 pm dismissals	March Board Mtg; October Board Mtg
Curr, Instruct, Assess and Tech	Joel Stacey Michelle	Adoption, Curr Council; Assessment **2 pm dismissals	Jan 6, Jan 22, Feb 5, Feb 25, March 5, April 2, Aug 6, Oct 1
Facilities	Will Kiley Joel	Busy Committee!	As Needed
Finance/Transportation	Kiley John Joel	Budget Prep	Feb 5, June 4, Aug 6, Sept 3
Policy	Kiley Michelle Stacey	Policy Transition coming in June	April 2, May 7, June-July
Negotiations/Personnel	Michelle Will Stacey	Certified/Class -ified/ Admin Wages	Oct - Jan; April 2 Feb 28
Wellness	Kiley John	Wellness	May 7

11. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION TO ADOPT A RESOLUTION INCREASING THE DISTRICT'S BASE GROWTH PERCENTAGE BY UP TO SIX PERCENT (6%)**

2025-26 BUDGET PROJECTIONS

July 28, 2025

Dr. Dan Endorf

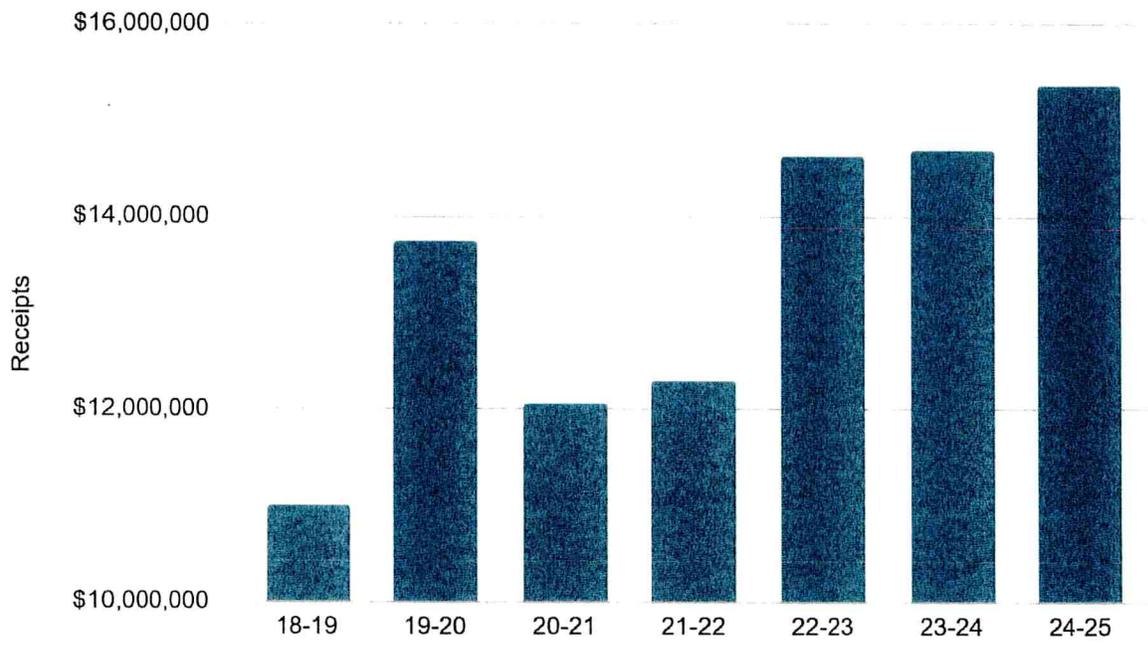
CASH-ON-HAND --- JUNE BALANCES

2019-20	\$5,068,020
2020-21	\$4,872,579
2021-22	\$5,071,500
2022-23	\$3,794,696
2023-24	\$6,138,771
2024-25***	\$7,661,585

*** School Tax Credits of \$1.1 million arrived in early 2025

History of District Receipts

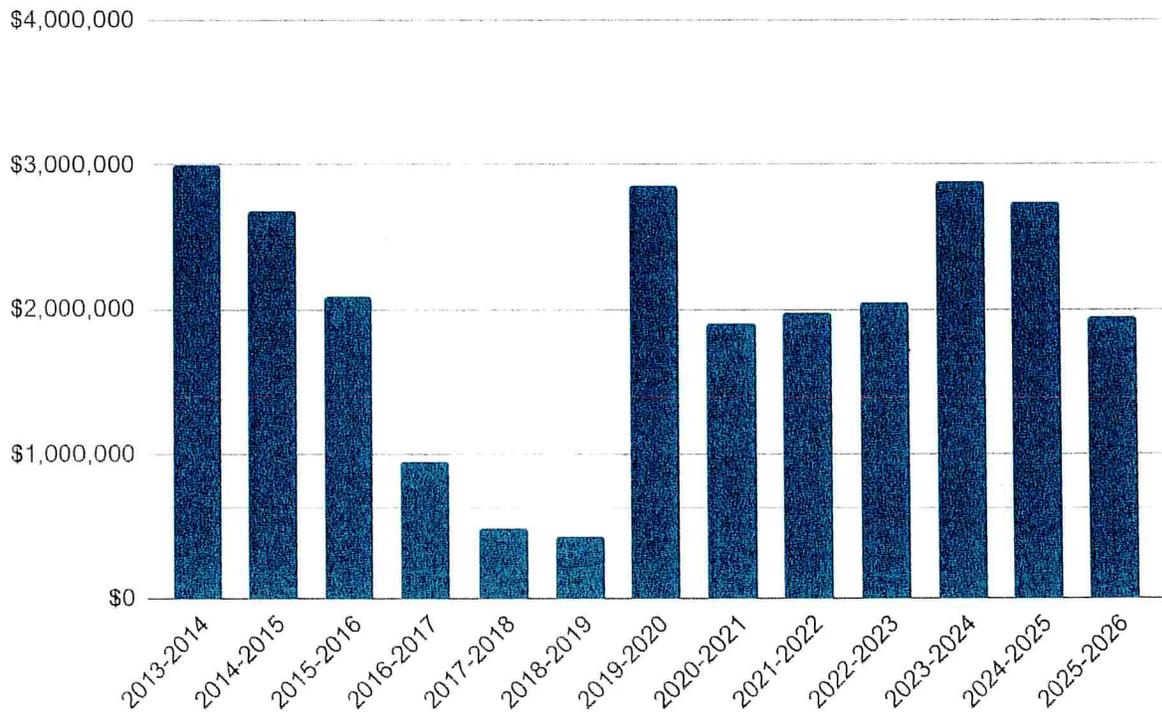
District Receipts



2024-25 Disbursements -- Treasurer

Month	Total Exp Treasurer	# Cum. Spent	# Cum. % Spent	2023-24 Comparison
September	\$1,027,846	\$1,027,846	7.14%	\$1,260,354
October	\$1,445,523	\$2,473,369	17.18%	\$1,151,196
November	\$1,134,773	\$3,608,142	25.06%	\$974,779
December	\$1,081,744	\$4,689,886	32.57%	\$1,104,779
January	\$1,092,866	\$5,782,752	40.16%	\$1,076,809
February	\$1,105,129	\$6,887,881	47.83%	\$1,028,937
March	\$1,209,783	\$8,097,664	56.23%	\$1,028,448
April	\$1,098,540	\$9,196,204	63.86%	\$1,035,223
May	\$1,215,286	\$10,411,490	72.30%	\$1,165,831
June	\$1,234,084	\$11,645,574	80.87%	\$1,140,869
July	\$1,250,000	\$12,895,574	89.55%	\$1,100,415
August	\$1,450,000	\$14,345,574	99.62%	\$1,865,103
Total EXP	\$14,345,574			\$13,932,743
Goal??	\$14,400,000			
NDE Budget	\$16,807,000			

Cozad History of State Equalization Aid



NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
2025/26 STATE AID CERTIFICATION

COZAD COMMUNITY SCHOOLS (24-0011-000)

FORMULA STUDENTS CALCULATION

(Fall Membership	ADM/FM Ratio)	+	Contracted Out	=	Formula Students
(896	1.0035005598)	+	0	=	899.14
KDG Adjustment	(0 students	x .5)		times ADM Factor	=	0.00
Early Childhood (005)	(37 students	x 1,032.0 hours / 1,032 hours		x .6)	=	22.20
<i>Total Formula Students</i>						<i>921.34</i>

FORMULA NEEDS CALCULATION

Basic Funding	11,967,973
Poverty Allowance	425,000
Limited English Proficiency Allowance	127,500
Focus School & Program Allowance	0
Summer School Allowance	29,343
Special Receipts Allowance	1,282,872
Transportation Allowance	118,896
Elementary Site Allowance	0
Distance Education & Telecommunications Allowance	22,180
Averaging Adjustment	0
New School Adjustment	0
Student Growth Adjustment	0
Community Achievement Plan Adjustment	0
Limited English Proficiency Allowance Correction	0
Student Growth Adjustment Correction	(6,208)
Poverty Allowance Correction	0
Non Qualified LEP Adjustment	0
Total Calculated Formula Needs	13,967,556
Formula Needs Stabilization	0
Total Formula Needs	13,967,556

FORMULA RESOURCES CALCULATION

Yield From Local Effort Rate	1,027,562,243 / 100 x 1.0000000000	10,275,622
Net Option Funding		40,326
Allocated Income Tax Funds		128,352
Other Actual Receipts		2,292,787
Community Achievement Plan Aid		0
Foundation Aid Included in Resources		829,203
Total Formula Resources		13,566,290

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0687 or (402) 471-4320.

Note: Due to missing Federal Poverty data for the 2024/25 school year, State Aid was calculated using 2023/24 numbers

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
2025/26 STATE AID CERTIFICATION

COZAD COMMUNITY SCHOOLS (24-0011-000)

STATE AID CALCULATION

Equalization Aid	401,266
Net Option Funding	40,326
Allocated Income Tax Funds	128,352
Community Achievement Plan Aid	0
Foundation Aid Included in Resources	829,203
Foundation Aid Outside of Resources	552,802
Total State Aid Calculated	1,951,949
Prior Year (2024/25) State Aid Correction	(10,124)
Total State Aid	1,941,825
Carryover Adjustment from years prior to 2025/26	0

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0687 or (402) 471-4320.

Note: Due to missing Federal Poverty data for the 2024/25 school year, State Aid was calculated using 2023/24 numbers

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES

2025/26 PROPERTY TAX REQUEST AUTHORITY CERTIFICATION

COZAD COMMUNITY SCHOOLS (24-0011-000)

Total Certified Property Tax Request Authority	\$11,106,226
Additional Base Growth % Allowed with Board Approval	6 %
Additional Property Tax Request Authority Allowed with Board Approval	\$890,161
Maximum Certified Property Tax Request Authority Including Board Approved Amount	\$11,996,387

SECTION A TOTAL BASE REVENUE CALCULATION

2024/25 Property Tax	\$9,754,392
2022/23 Other Non-Property Tax	\$1,073,289
2023/24 SPED	\$1,271,251
2024/25 TEEOSA	\$2,737,085
TOTAL BASE REVENUE CALCULATION	\$14,836,017

SECTION B TOTAL BASE GROWTH PERCENTAGE

Base Growth	3.0000 %
Membership Growth	0.2245 %
LEP Growth	0.1347 %
Poverty Growth	0.0000 %
TOTAL BASE GROWTH RATE PERCENTAGE	3.3592 %

SECTION C TOTAL CALCULATED REVENUE CAP FOR 2025/26

(Section A Total x Section B Total)

TOTAL REVENUE CAP	\$15,334,388
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SECTION D TOTAL PROPERTY TAX REQUEST AUTHORITY FOR 2025/26

(Section C Total Revenue Cap minus sum of items listed in this section)

2023/24 Other Non-Property Tax (minus)	\$1,127,525
2024/25 SPED (minus)	\$1,332,406
2025/26 TEEOSA (minus)	\$1,941,825
2024/25 Unused Property Tax Authority (add)	\$173,594

TOTAL CERTIFIED PROPERTY TAX REQUEST AUTHORITY

\$11,106,226

SECTIONS E - G ADDITIONAL BOARD APPROVAL INFORMATION

Additional Base Growth % Allowed with Board Approval	6 %
Additional Property Tax Authority Allowed with Board Approval	\$890,161

ALMAXIMUM CERTIFIED PROPERTY TAX REQUEST AUTHORITY INCLUDING BOARD APPROVED

\$11,996,387

Some numbers may be rounded for presentation. For program contacts and additional information on how data was calculated visit www.education.ne.gov/fos/budgeting-school-district/property-tax-authority

\$ 9.9 to 11.9

06/09/2025

2025-26 Projected Expense

- Staffing

CLASS	24-25	25-26	Difference
Certified	\$7,211,825.73	\$7,709,463.31	\$497,637.58
Classified	\$1,877,291.85	\$1,969,584.28	\$92,292.43
Admin	\$1,097,235.41	\$1,069,697.40	-\$27,538.01
Superintendent	\$277,199.56	\$271,879.72	-\$5,319.84
Xtra Duty	\$279,607.50	\$295,008.75	\$15,401.25
	\$10,743,160.05	\$11,315,633.46	\$572,473.41

+50,000 Fear/OT/Unknown

TOTAL Staff Cost Increase: \$625,000

- Other Factors:

- COLA + 50,000
- Construction - 50,000
- Furniture -100,000
- Curr Adoption - 50,000
- Belt Tightening - 25,000
- Total: -\$175,000

So.....

\$14,400,000 in 2024-25 Expenditures +

\$625,000 Additional Staffing Cost -

\$ - 175,000 in Other Factors =

\$14,850,000 Projected Expense in 2025-26

Revenue Summary Report				
GENERAL FUND	2022-23	2023-24	2024-25 Estimated	2025-26 Projected
Local Property Taxes	\$7,584,726	\$8,319,088	\$6,980,000	\$7,000,000
Cash Balance- Placeholder	\$0	\$0	\$0	\$0
Carline Taxes	\$18,656	\$20,003	\$20,000	\$20,000
Motor Vehicle Taxes	\$471,487	\$526,291	\$500,000	\$500,000
Tuition From Individuals Reg Education	\$7,200	\$7,200	\$7,200	\$7,000
Tuition From Other School Districts <i>Sped</i>	\$0	\$0	\$0	\$0
Preschool Tuition and Fees	\$44,635	\$54,463	\$46,000	\$46,000
Interest on Investments	\$27,376	\$218,659	\$220,000	\$210,000
Community Services Activities	\$37,008	\$35,017	\$25,000	\$150,000
Rental of Equip/Prop/Facilities	\$15,417	\$6,305	\$100	\$100
Local License Fees	\$3,695	\$0	\$0	\$0
Contributions and Donations	\$3,159	\$1,253	\$650	\$100
Police Court Fines	\$105	\$150	\$100	\$100
Categorical Grant fro Corp/Private	\$4,500	\$5,000	\$9,000	\$1,000
Refund of Prior Year Expenditures	\$4,680	\$1,680	\$1,400	\$1,000
Miscellaneous Local Receipts	\$2,300	\$1,950	\$300	\$100
County Fines and License Fees	\$62,272	\$48,651	\$88,000	\$60,000
ESU Receipts	\$1,493	\$1,025	\$3,100	\$1,500
State Aid	\$2,047,337	\$2,883,292	\$2,737,085	\$1,941,825
SPED Reimb (School Age)	\$597,086	\$1,230,014	\$1,315,656	\$1,315,000
SPED Transportation Reimb (School Age)	\$17,704	\$41,237	\$16,800	\$17,000
Homestead Exemption	\$143,089	\$170,703	\$150,000	\$150,000
Property Tax Credit	\$484,768	\$548,432	\$2,855,000	\$650,000
Pro-Rate Motor Vehicle	\$23,836	\$23,690	\$18,450	\$19,000
State Apportionment	\$164,166	\$154,311	\$297,000	\$150,000
Payments for High Ability Learners	\$7,075	\$8,007	\$0	\$5,000
State Early Childhood	\$0	\$24,162	\$11,000	\$11,000
Career Education	\$0	\$7,500	\$7,200	\$7,500
Title I, part 1 : Support for Improvemnet	\$0	\$0	\$52,000	\$0
Idea Part-B ARP-Base & Enrollment Poverty Allocation	\$0	\$24,923	\$0	\$0
Idea Preschool ARP-Base/Enrollment Poverty Allocation	\$0	\$3,279	\$0	\$0
Title I, Part A	\$184,579	\$188,950	\$194,000	\$185,000
Title II, Part A	\$27,865	\$26,874	\$28,200	\$0
IDEA Base	\$0	\$0	\$0	\$0
IDEA Preschool (619)	\$9,060	\$9,200	\$9,000	\$9,000
IDEA Part B (611) Base & Entroll/Proerty	\$264,894	\$266,100	\$247,500	\$240,000
IDEA Part B Proportionate Share	\$0	\$0	\$6,130	\$1,000
Other federal Receipts	\$28,709	\$1,920	\$0	\$0
Title IV, Part B-21st Century Grant	\$57,600	\$57,600	\$115,200	\$0
MIPS	\$12,185	\$10,814	\$8,800	\$8,000
MAAPS	\$17,273	\$10,984	\$5,900	\$5,000
Title IV-A, SSAE Grant	\$12,005	\$13,587	\$15,000	\$0
ARP- Expanded Learning Afterschool (ARP ESSER III)	\$220,057	\$18,627	\$49,000	\$0
ARP- Expanded Learning Summer (ARP ESSER III)	\$1,288,762	\$21,692	\$50,800	\$0
Sale of Property	\$162,103	\$6,094	\$0	\$0
Insurance Adjustments	\$60,291	\$0	\$5,700	\$0
Other Non-Revenue Receipts	\$4,248	\$1,620	\$4,400	\$2,000
Non-Program Receipts	\$474,482	\$0	\$700	\$0
TOTAL:	\$14,597,883	\$15,000,347	\$16,101,371	\$12,713,225

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Local Property Taxes	8,500,000.00	1,936,427.16	6,356,312.27	74.78	2,143,687.73
01 1100 0000	Cash Balance - Placeholder	0.00	0.00	0.00	0.00	0.00
01 1115	Carline Taxes	15,000.00	16,806.39	18,969.70	126.46	(3,969.70)
01 1125	Motor Vehicle Taxes	450,000.00	40,515.46	446,815.53	99.29	3,184.47
01 1311	Tuition from Individuals Reg Education	9,000.00	7,200.00	7,200.00	80.00	1,800.00
01 1323	TUITION FROM OTHER SCHOOL DISTRICTS-SPED	0.00	0.00	428.55	0.00	(428.55)
01 1370	Preschool Tuition and Fees	45,000.00	1,182.50	42,557.50	94.57	2,442.50
01 1510	Interest on Investments	10,000.00	21,802.80	149,549.15	1,495.49	(139,549.15)
01 1800	Community Services Activities	20,000.00	940.00	18,623.00	93.12	1,377.00
01 1910	Rental of Equip/Prop/Facilities	100.00	0.00	125.00	125.00	(25.00)
01 1911	Local License Fees	3,500.00	0.00	0.00	0.00	3,500.00
01 1920	Contributions and Donations	0.00	0.00	626.74	0.00	(626.74)
01 1921	Police Court Fines	1,000.00	25.00	125.00	12.50	875.00
01 1925	Categorical Grants from Corp/Private	5,000.00	0.00	9,000.00	180.00	(4,000.00)
01 1980	Refund of Prior Year Expenditures	0.00	0.00	1,120.00	0.00	(1,120.00)
01 1990	Miscellaneous Local Receipts	3,000.00	0.00	300.00	10.00	2,700.00
Subtotal: 1000		9,061,600.00	2,024,899.31	7,051,752.44	77.82	2,009,847.56
01 2110	County Fines and License Fees	60,000.00	7,695.70	79,931.56	133.22	(19,931.56)
01 2210	ESU Receipts	1,500.00	0.00	3,142.48	209.50	(1,642.48)
Subtotal: 2000		61,500.00	7,695.70	83,074.04	135.08	(21,574.04)
01 3110	State Aid	2,737,085.00	273,709.00	2,463,381.00	90.00	273,704.00
01 3120	SPED Reimb (School Age)	1,200,000.00	0.00	920,157.00	76.68	279,843.00
01 3125	SPED Transportation Reimb (School Age)	20,000.00	16,750.00	16,750.00	83.75	3,250.00
01 3130	Homestead Exemption	150,000.00	33,589.41	100,768.23	67.18	49,231.77
01 3131	Property Tax Credit	510,000.00	1,427,447.03	2,854,894.06	559.78	(2,344,894.06)
01 3180	Pro-Rate Motor Vehicle	21,000.00	10,029.53	18,448.97	87.85	2,551.03
01 3400	State Apportionment	150,000.00	0.00	297,686.82	198.46	(147,686.82)
01 3535	Payments for High Ability Learners	5,000.00	0.00	0.00	0.00	5,000.00
01 3540	State Early Childhood	20,000.00	0.00	11,086.00	55.43	8,914.00
01 3551	CAREER EDUCATION	0.00	7,199.00	7,199.00	0.00	(7,199.00)
Subtotal: 3000		4,813,085.00	1,768,723.97	6,690,371.08	139.00	(1,877,286.08)
01 4212	Title I, Part A:Support for Improvement	0.00	0.00	52,094.00	0.00	(52,094.00)
01 4421	IDEA PART-B ARP-BASE & ENROLLMENT POVERTY ALLOCATION	20,000.00	0.00	0.00	0.00	20,000.00
01 4422	IDEA PRESCHOOL ARP-BASE/ENROLLMENT POVERTY ALLOCATION	3,000.00	0.00	0.00	0.00	3,000.00
01 4505	Title I, Part A	185,000.00	0.00	194,693.00	105.24	(9,693.00)
01 4509	Title II, Part A	25,000.00	0.00	28,232.00	112.93	(3,232.00)
01 4512	IDEA Base	10,000.00	0.00	0.00	0.00	10,000.00
01 4516	IDEA Preschool	5,000.00	0.00	9,298.00	185.96	(4,298.00)
01 4518	IDEA Part B (611) Base & Enroll/Poverty	225,000.00	0.00	247,494.00	110.00	(22,494.00)
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	6,130.00	0.00	(6,130.00)
01 4530	OTHER FEDERAL RECEIPTS	1,500.00	0.00	0.00	0.00	1,500.00
01 4531	Title IV, Part B - 21st Century Grant	50,000.00	0.00	57,600.00	115.20	(7,600.00)
01 4708	MIPS	10,000.00	0.00	8,820.19	88.20	1,179.81
01 4709	MAAPS	15,000.00	0.00	5,882.23	39.21	9,117.77
01 4969	Title IV-A, SSAE Grant	10,000.00	0.00	15,170.00	151.70	(5,170.00)
01 4988	ARP-EXPANDED LEARNING AFTERSCHOOL (ARP ESSER III)	10,000.00	0.00	48,938.00	489.38	(38,938.00)
01 4989	ARP-EXPANDED LEARNING SUMMER (ARP ESSER III)	0.00	0.00	50,795.00	0.00	(50,795.00)
Subtotal: 4000		569,500.00	0.00	725,146.42	127.33	(155,646.42)
01 5300	Sale of Property	550.00	0.00	0.00	0.00	550.00

POTENTIAL LEVY AND TAX ASKING INCREASE FOR 2025-26

		\$300,000 increase	\$121.5 in 2024-25	\$500,000 increase	\$121.5 in 2024-25	\$700,000 increase	\$121.5 in 2024-25	\$900,000 increase	\$121.5 in 2024-25
Valuation	Fund	Tax Ask	Levy						
5%	General	\$9,605,000.00	90.3	\$9,805,000.00	\$92.30	\$10,005,000.00	\$94.50	\$10,205,000.00	\$96.70
5%	Building	\$449,495.00	4.3	\$449,495.00	4.3	\$449,495.00	4.3	\$449,495.00	4.3
5%	QCPUF	\$282,828.00	2.7	\$282,828.00	2.7	\$282,828.00	2.7	\$282,828.00	2.7
5%	Bond	\$1,919,192.00	21.4	\$1,919,192.00	21.4	\$1,919,192.00	21.4	\$1,919,192.00	21.4
	TOTAL	\$12,256,515.00	118.7	\$12,456,515.00	\$120.70	\$12,656,515.00	\$122.90	\$12,856,515.00	\$125.10
		2.5% increase		4.2% increase		5.9% increase		7.53% increase	
Valuation	Fund	Tax Ask	Levy						
10%	General	\$9,605,000.00	86.1	\$9,805,000.00	88.1	\$10,005,000.00	89.8	\$10,205,000.00	91.6
10%	Building	\$449,495.00	4.1	\$449,495.00	4.1	\$449,495.00	4.1	\$449,495.00	4.1
10%	QCPUF	\$282,828.00	2.5	\$282,828.00	2.5	\$282,828.00	2.5	\$282,828.00	2.5
10%	Bond	\$1,919,192.00	20.4	\$1,919,192.00	20.4	\$1,919,192.00	20.4	\$1,919,192.00	20.4
	TOTAL	\$12,256,515.00	113.1	\$12,456,515.00	115.1	\$12,656,515.00	116.8	\$12,856,515.00	118.6
Valuation	Fund	Tax Ask	Levy						
15%	General	\$9,605,000.00	82.4	\$9,805,000.00	84.1	\$10,005,000.00	85.9	\$10,205,000.00	87.6
15%	Building	\$449,495.00	3.9	\$449,495.00	3.9	\$449,495.00	3.9	\$449,495.00	3.9
15%	QCPUF	\$282,828.00	2.3	\$282,828.00	2.3	\$282,828.00	2.3	\$282,828.00	2.3
15%	Bond	\$1,919,192.00	19.5	\$1,919,192.00	19.5	\$1,919,192.00	19.5	\$1,919,192.00	19.5
	TOTAL	\$12,256,515.00	108.1	\$12,456,515.00	109.8	\$12,656,515.00	111.6	\$12,856,515.00	113.3

Early July 2025 Scenario To Be Considered:

1. July 8: Committees with Carl
2. July 14: Update from Dan at Board meeting
3. July 29: Special Preliminary Budget Meeting
4. August 13: Welcome Back for Staff: Dan emphasizes budget constraints/attrition
5. August 18: 6% Budget Authority consideration at the Board meeting
6. August 20: Valuation increase notice from County
7. August 26: Annual Special Budget Meeting with Carl
8. September: Joint Public Hearing in Lex
9. September 15: Board vote on 2025-26 Budget
10. September - Nov. 1: Dan meets with staff and Supts. Unity Council
11. Nov. 17: Dan presents steps to lower costs via attrition, etc... at Board meeting
12. November 24: Negotiations Begins
13. Hiring Season: Use resignations as a means to minimize expense for 2026-27

BUDGET ALTERATIONS

<i>Item/Position</i>	<i>Dollar Amount</i>	<i>Description</i>
Apps / Tech:		
Reflex Math		Discontinued the App
Education Walkthrough App		Discontinued the App
Nearpod		Discontinued the App
Fiber Optic Run		Postponed until 2026-27 via E-Rate
Furniture / Equipment:		
1st/2nd grade Window Coverings		Went with film vs. shades
1st/2nd grade marker boards		Sent used ones to HS
Tech Furniture		Got free furniture from ESU 10
MS Furniture		Used old Band chairs in Mrs. Higgins' room
Elem Furniture		Used desks in new 4th grade/postponed other orders
PE / Recess Equipment		CEPO Donations
Elem Fridge		Did not replace broken fridge
Elem Tech Room		Fixed cabinetry versus replacing it
HS / Alt Ed Furniture		Did not replace
HS Flex Room		Postponed furniture purchase
Sewing machines		Did not replace
Riding Lawn Mower		Did not replace
Building / Grounds:		
Elem Landscaping		Mulch only for now
STAFFING:		
Elementary Para position		Did not fill this position
SPED Para position		Will fill internally or cut
Ticket Taker by D.O.		Will only use when needed

12. DISCUSS, CONSIDER AND TAKE ACTION ON 2025-26 ALTERNATIVE EDUCATION HANDBOOK



Cozad Community Schools Alternative Education Program (AEP)

AEP Directory

Sandra Burke - AEP Teacher

Daniel Revelo - AEP HS Guidance Counselor

Lyndee Koch - AEP MS Guidance Counselor

Joshua Asche - MS Principal

Corey Fisher - HS Principal

Dr. Dan Endorf - District Superintendent

Introduction

Cozad High School and Cozad Middle School, Cozad, Nebraska

All students attending Cozad Community Schools are expected to abide by the Cozad High School and Cozad Middle School student handbook. This alternative education handbook is in addition to the regular education handbook.

Cozad Community Schools Alternative Education Program (AEP) is intended to help students experiencing difficulties in the traditional classroom setting. Students may be considered for AEP at the High/Middle School due a variety of reasons including, but not limited to, attendance concerns, previous educational experience, behavior that impedes the ability to be successful in the traditional classroom setting and being at risk of not graduating from high school. Students enrolled in this program must adhere to the program's expectations. Enrollment will be limited to ten high school students and two middle school students at any given time in a scheduled session (morning or afternoon). Enrollment determinations are based on the availability of space, supervision, and need. The district's administrative team makes the final determination regarding placement into and removal from the Alternative Education Program.

Cycle/Schedule

The AEP team will make individualized recommendations and plans for students' placement into the program and the duration of their placement. The AEP team will consist of the AEP teacher, Administrative representative (Building principal, SPED Director), Parents/Guardians, and guidance counselors or school psychologists as needed. There will be a morning and afternoon session. The morning session will run from 9:00 AM-12:00 PM. The afternoon session will run from 12:30 PM - 3:15 p.m. Students will follow their schedules and plan accordingly. During 2:00 PM early dismissals students will follow a 9:00 AM-11:00 AM schedule and 12:00 PM-1:50 p.m.

Classroom Operation

AEP students will be provided with a laptop and all other course materials necessary to complete their individual course of study. Students will use online learning platforms such as Edmentum and MyPath. **There may be other platforms or online programs used.** High School students will be assigned the necessary core and elective academic courses to meet the district graduation requirements in order to earn their diploma. Additional elective credits can be obtained through the work-study program where students may earn credits through work experiences. Class schedules will follow the district calendar and students will follow individual schedules as determined at the time of enrollment into the Cozad AEP.

Classroom Standards

Respect- General rule, be respectful and you will be respected. Students are expected to conduct themselves and treat others with a common courtesy. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program.

Responsibility- Follow classroom rules and expectations and be ready to learn. Student responsibility is to be an active learner. Students are expected to control their attitude and effort. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program.

Accountability- Communication and cooperation with other students, the classroom teacher and school staff are expectations. This includes substitute teachers. Students are expected to follow all expectations in the general Cozad High School Student Handbook and this Alternative Education Program Handbook. Any destruction of school property, contraband or illegal substances, engaging in inappropriate conversations or actions around the topics of sex, drugs, or violence are unacceptable. Failure to uphold these standards may result in disciplinary action that can include dismissal from the Alternative Education Program.

Attendance

Students are expected to maintain strong attendance in the Alternative Education Program. Students will follow their individualized learning plan as it relates to arrival and dismissal times. Parents are expected to stress the importance and value of daily attendance. Attendance is a vital part of a student's success in school. Parents/Guardians are expected to inform the high school office if their student is going to be late or absent from school. Parents are also expected to inform the high school office if their students need to leave early on a given day. Failure to communicate student absences to the school can result in unexcused absences and possibly a loss of credits.

Cozad High School (308) 784-2744 or Cozad Middle School (308) 784-2746. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program. Students will be considered absent if parents do not contact the middle or high school office.

Expectations

The Alternative Education requirements center on three factors: Attendance, Behavior, Academic Progress

Attendance:

Attendance is mandatory. The program's operational framework includes attendance expectations that are communicated by the school at the time of enrollment. During each semester AEP students can have no unexcused/unresolved absences from class or unexcused tardies from class. Infractions may result in consequences that can include removal from the alternative education program. An absence or tardy can be excused only by a parent or guardian, doctor's note, school administrator's permission, or direct permission from the AEP teacher.

Behavior:

Students must demonstrate a willingness and ability to adjust to the program's behavior requirements. Students will have an individualized behavior plan as needed when determined necessary by the team. Students will be expected to demonstrate an acceptable level of participation, cooperation, and civility at all times while on school grounds. All school rules and regulations, as outlined in the Cozad High School and Middle School handbook, apply to students participating in the alternative education program, in addition to the specific requirements outlined here. Students in AEP will not be allowed to participate in extracurricular activities. Students will not be permitted to have cell phones on their person during class time. Students may access cell phones before class, after class and during breaks as approved by the teacher.

Academic Progress:

The purpose of the alternative education program is for students to acquire enough credit to earn a diploma or gain remedial education skills so they can return to the traditional school environment. Students desiring entrance into the AEP must understand that the program is designed to be an alternative way to learn, not as an alternative to learning. Academic progress is required and expected. Individual academic plans will be made by the team when students are entering the program. Students' academic expectations follow the Cozad High School and Cozad Middle School handbooks. High School students will be expected to earn the appropriate amount of credits to meet the district graduation requirements.

Exiting the program:

Students will only be able to exit the program if they have met the individualized team plan for re-entry into the traditional classroom or met graduation requirements. The district's administrative team makes the final determination regarding placement into and removal from the program.

Violations of Classroom Expectations and Consequences

Students may be suspended from school for violations of the AEP handbook or violations of the Cozad High School or Cozad Middle School Student Handbook. Any violation of attendance, behavior, or academic-related violations may result in removal from the program. Suspensions or expulsion from the program serves as a consequence for violations of expectations; they also provide an educational function in helping students realize that cooperation, conformity, and adherence to norms/expectations are necessary.

Transportation

Transportation will not be provided. It is the responsibility of the parents and students to arrive at school on time each day. AEP will be held at the Cozad Middle/High School located at 1710 Meridian Ave.

Counseling Services

Counseling services will be available for students in Cozad AEP.

Special Education / Section 504

Students who have an Individualized Education Plan (IEP) or a Section 504 Plan will receive the accommodations and/or modifications that are defined in their individual plan.

Food Services

Students attending the Cozad Alternative Education Program will have access to the school's hot lunch program. See Cozad Middle/High School Parent-Student Handbook for more information.

Daily Schedule

Teachers will have the following schedule.

Contract time 7:45-4:00

- Teacher Plan Time 8:00-9:00 (NO STUDENTS)
- Morning session 9:00-12:00
 - **Maximum of 8 HS age students and 2 MS age students**
- Lunch 12:00-12:30
- Afternoon session 12:30-3:15 p.m.
 - **Maximum of 8 HS age students and 2 MS age students**

Students will follow their education plan and will be placed in one of the appropriate sessions.

COZAD ALTERNATIVE EDUCATION PROGRAM

STUDENT/PARENT AGREEMENT & CONTACT INFORMATION 2025-2026

Student

I have read and understand the expectations outlined in the Cozad Alternative Education Program. I understand and agree that if I violate the expectations of the AEP, I will be subject to disciplinary consequences that may include dismissal from the program. I understand that dismissal from the AEP program could result in my returning to the regular classroom.

Student Signature

Date

Parent/Guardian

I have read and understand the expectations outlined in the Cozad Alternative Education Program. I agree to support this student in his/her efforts to meet their goals. I understand and agree that if my child violates the expectations of the AEP, he/she will be subject to disciplinary consequences that may include dismissal from the program. I understand that dismissal from the AEP program could result in my child returning to the regular classroom.

- I understand that it is my responsibility to contact the school to check on my child's progress.
- I understand that it is my responsibility to notify the school when my child will be absent.
- I understand that my child expected to adhere to the rules and expectations defined in both the Cozad Middle/High School Student Handbook and this Cozad Alternative Education Program Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Contact Information:

Address:

Home Number: _____

Work Number: _____

Cell Number: _____

Parent/Guardian Email Address: _____

This section will be completed by school administration.

School Administrator Signature

Date

13. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION ON 2025-26 FACULTY AND STAFF CLASSIFIED AND CERTIFIED HANDBOOKS**

2025-2026
TEACHER HANDBOOK
COZAD COMMUNITY SCHOOLS
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**Cozad Community Schools Teacher Handbook
2025-2026 School Year**

FOREWORD

Section 1 Intent of Handbook

Welcome to Cozad Community Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Cozad Community Schools and to serve as a guide to the District’s policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “teachers” are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Cozad Community Schools and the Cozad Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: cozadschools.net

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member’s responsibility to seek the administration’s interpretation of such provision.

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

Article 1 – CONTRACT DAYS

Section 1 Contract Days

Teachers are contracted for 185 contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent’s designee.

Section 2 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

On or after March 15 of each school year teachers may be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher’s contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent or designee. A teacher will be expected to devote full time during days of school to the teacher’s position and to perform the assigned duties diligently and faithfully to the best of the teacher’s professional ability. Job descriptions, where available, may provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such “extra duty” assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the District is an integral part of the overall educational program of the District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher’s overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff, and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the payroll date each month. In no event shall the Board advance more than one month's salary to any staff member. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Teachers are provided benefits in accordance with the negotiated agreement.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

Section 7 Payroll and Payroll Deductions

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the teacher.

Section 8 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Building Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

Section 9 Injuries at Work

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leaves

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

Section 3 Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal.

Section 4 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave will be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher’s health coverage under a “group health plan” will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

A teacher’s use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A teacher is eligible if he or she has been employed with Cozad Community Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Cozad Community Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the teacher from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The teacher may choose, or the District may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

Employee Responsibilities. The teacher must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact Dr. Dan Endorf at (308) 784-2765.

Section 5 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 6 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The teacher shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

Section 7 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 8 Voting Leave

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such period as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the teacher's salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of a teacher's employment position.

Certificated employees are required to serve at the playground, lunchroom and hall supervision as designated by the Principal.

Teachers shall attend meetings assigned by the Superintendent of Schools, principals, department heads and team leaders.

Section 2 Arrival to Duty Assignments

All teachers are to be in the building by the time assigned by the principal. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their class or assignment ends. During the school day, teachers are to be in their assigned classroom at least three minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be always on duty during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without the approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

On each contract day, teachers must prepare written lesson plans which cover at least three days of advance instruction. The plans must be in a format accessible to the Principal or substitute teacher if the teacher is absent from school. The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The lesson plans

must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Records

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student.

Upon request, a student's individual record in the teacher's class record shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Use of Cell Phones

Teachers shall not use personal cell phones during duty time unless the teacher is using a District-issued application or website that directly relates to their teaching duties.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

2. Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teachers ultimately bear responsibility for the actions that occur in the classroom. A teacher aide is not a sufficient substitute for a teacher's duties. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

3. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the

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

4. Classroom Environment

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Section 7 Supervision of Students

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can help. If the teacher is on recess duty, the teacher’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision, and the teacher is to be aware of what all students are doing.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher’s supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with language. Profanity or abusive language may not be used. Teachers must be good role models for students. If a student uses such

language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the Principal immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race (including skin color, hair texture and protective hairstyles), color, religion, gender,

or disability. Students who need reasonable special accommodation should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the restrooms, at assemblies, at pep rallies, in other open spaces and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class, students must be made aware of classroom expectations.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, problems continue, talk to the Principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
4. If a student continues to cause problems, inform the Principal. Be sure to state the problem clearly and expectations in terms of assistance, as, at times, the student’s and teacher’s stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student needs special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.

9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in the District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; except for students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol. Any questions about these rules are to be addressed to the Principal.

Section 10 Reporting Child Abuse

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other

educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District’s evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest

Teachers must notify Superintendent by the next business day after:

- 1. Arrest or Criminal Charges. The teacher is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration.

- b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct.
- c. Conviction would impact performance of teacher’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Cozad Community Schools;
 - ii. Would impact the teacher’s ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
 - iii. Would impact the teacher’s Commercial Drivers License if the teacher’s job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Cozad Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.

- 2. Certificate or License. The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the teacher’s position.
- 3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher’s notice of such determination.

Teachers must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the teacher’s confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

B. Civility

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Cozad Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher's uncivil behavior shall report the conduct to the teacher's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

C. Tobacco

The use of tobacco products is prohibited on school grounds.

"Tobacco products" means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

Using e-mail, text messaging, instant messaging, or social networking sites to discuss with

- a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's
- parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours without the prior permission of the Superintendent. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

Article 6 – ACADEMIC MATTERS

Section 1 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 2 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on report cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period.

Recording Grades. Each teacher shall record grades in the daily class record or other applicable electronic format. Enough grades must be recorded in the grade book to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades should be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue may result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. If a student is excessively absent from a class for any particular

reason, a teacher may request reduced credit. All cases of reduced credit should be approved by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

Section 3 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent and in advance.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed before the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco (including electronic nicotine delivery systems), alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies.

Section 2 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

Section 3 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District.

As a condition of using the computers and the Internet, teachers agree to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Section 4 Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without prior approval from the Principal.

Section 5 Care of School Property

Teachers are responsible for the proper care of all books, equipment, computers, supplies, and furniture supplied by the school. If an item needs maintenance or repair, report it to the Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, the teacher must promptly report it to the Principal so the item may be replaced or repaired (if possible) and appropriate responsibility for the cost of replacement or repair may be determined.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person (including a teacher) is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Principal or Principal's designee. This prohibition applies to all persons, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Copyright and Fair Use Policy

It is the District's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of

these policies of nondiscrimination.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Jeremy Yilk, Cozad Schools, Cozad, NE 69130, (308)784-2765.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment	Activities Director

	based on sex; gender equity	
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Special Education Director
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District’s policies under FERPA are found in Board policy and in the student handbook.

**RECEIPT OF 2025-2026 TEACHER HANDBOOK
OF Cozad Community SCHOOLS**

This signed receipt acknowledges receipt of the 2025-2026 Teacher Handbook. This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District's policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination.

Date: _____

Teacher's Signature

2025-2026
Classified Employees Handbook
Cozad Community Schools

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Receipt of Handbook

FOREWORD

Welcome to Cozad Community Schools! This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: <https://cozadschools.net>

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees may be asked in the spring whether they wish to continue employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent or the employee's immediate supervisor.

Classified employees are "at-will" employees and may be terminated at any time by the school district. Notice of termination may be delivered by the administration at any time.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, may provide additional information about the position duties.

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation regarding an employee's personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy or this handbook.

Section 5 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Employees must receive prior approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be

accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the Superintendent. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 6 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. An employee who falsifies their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at a rate of not less than 1 ½ times the employee’s regular rate of pay for hours worked in excess of 40 hours in a single workweek, in accordance with FLSA regulations.

For non-exempt employees who hold multiple positions within the district, hours and overtime will be tracked and calculated separately for each position based on the specific duties, schedules, and pay rates associated with that role. Overtime eligibility will be determined

individually for each position and paid accordingly.

If applicable, the employee and the Superintendent will confirm the appropriate overtime rate(s) for each position, in compliance with FLSA guidelines.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent's designee may suspend an employee with or without pay for the employee's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request for leave through the school's leave request and system. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more notice be given, depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take unexpected leave, employees are to contact their immediate supervisor as soon as practical. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day.

Returning from Absences. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school, the employee may be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

Section 2 Paid Leave - Sick and Personal Leaves

Employees may be provided with sick, personal, or other forms of paid leave in accordance with Board policy and administrative approval. These leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be permitted.

Custodian, District Office Staff, and 12-Month Building Secretary

Employed on a 12 month basis, 40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon work schedule if employee is scheduled fewer than 12 months per year or 40 hours per week.) Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

Schedule: 0-9 years of service: 10 days available, 10-19 years of service: 15 days available, and 20+years of service: 20 days available. Will be accrued at the rate of: 1 day per month worked (10 days)/1.5 days per month worked (15 days)/2 days per month worked (20 days). *Due to the job requirements of custodial staff during the summer months, their attendance is crucial.

Therefore, custodial staff will NOT be allowed to take more than 10 days of vacation during the months of June and July.

Sick

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45. Will be accrued at the rate of 1 day per month worked.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Bereavement

Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

Holiday

Paid holidays include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and July 4th.

10/11-Month Building Secretary

Employed on a 10/11month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 10/11months per year.) Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

No benefit available.

Sick

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Bereavement

Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

9/10-Month Full-Time Paraprofessional

Employed on a 9/10 month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 9/10 months per year.) Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

No benefit available.

Sick

Schedule: 10 days available per year, 5 of which may be used for Bereavement, noncumulative.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Part-Time Bus Driver, Part-Time Paraprofessional, Part-Time/Seasonal AfterZone Personnel

Employed on an hourly basis as needed, not to exceed 29 hours per week. (All leaves and benefits shall be prorated based upon average weekly scheduled hours). Pay rate per Superintendent's approval.

No insurance provided by the District.

Vacation

No benefit available.

Sick

Schedule: 10 days available per year, 2 of which may be used for Bereavement, noncumulative.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Ticket Takers, Announcers, Clock Operators, Stat Keepers, Line Judges, and all other Occasional or Sporadic Positions

Employed on an occasional and sporadic basis. Pay rate for the position per Superintendent's approval. No insurance or leave benefits granted for this position. Classified staff are not eligible for this employment if it would cause their weekly hours to exceed 40.

Classified Substitutes

Employed on an hourly basis as needed, not to exceed 29 hours per week. Pay rate based on the position in which the substitute is temporarily filling per Superintendent's approval. No insurance or leave benefits granted for this position.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

Section 4 Leaves of Absence

An employee may apply to the Superintendent for a leave of absence. The Superintendent may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with all laws that require leave to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain

counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, an employee's health coverage under a "group health plan" will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Cozad Community Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. An employee may choose, or Cozad Community Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to

perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster at school or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Superintendent.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their immediate supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify their immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The immediate supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by the Superintendent or designee.

Section 5 Supervision of Students

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and

activities that pose an increased risk of injury.

- Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee's responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee's primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee's supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell your immediate supervisor immediately so

additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 6 Reporting Child Abuse

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competitions. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you with any questions or concerns that you may have.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Cozad Community School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.

8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect from the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job-related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign unqualified personnel tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;

6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss

with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the

student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

Section 5 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, texting, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious

disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Attire

It is important for employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties.

Section 11 Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco, alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation

occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited on school grounds.

“Tobacco products” means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

Section 4 Use of School Facilities

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities during any weekend or evening use.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 5 Recording of Others

To ensure the privacy and confidentiality of student information, no employee is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3)

the Superintendent or Superintendent’s designee. This prohibition applies to all staff, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Cozad Community Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment, or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599

The U.S. Equal Employment
Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000
TDD: (800) 669-6820

(800) 877-8339 (telecommunications device
for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with nondiscrimination laws

or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Jeremy Yilk Cozad Community Schools, 1710 Meridian, Cozad, Nebraska 69130; Phone: (308) [784-2745]:

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent Special Education Director
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Cozad Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person’s sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person’s protected status constitutes harassment when the conduct unreasonably interferes with the person’s work performance or creates an intimidating work, instructional or educational environment.

2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment. Sexual harassment may exist when:
 - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address

discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances.

**RECEIPT OF 2025-2026 CLASSIFIED EMPLOYEE HANDBOOK OF
Cozad Community SCHOOLS**

This signed receipt acknowledges receipt of the 2025-2026 Classified Employee Handbook of Cozad Community Schools. This receipt acknowledges that I understand that I will read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

14. SCHOOL OPENING REPORTS

Cozad High School

Home of the Haymakers

Corey Fisher, Principal
Phone: (308) 784-2744
Fax: (308) 217-4505



1710 Meridian Ave.
Cozad, NE 69130

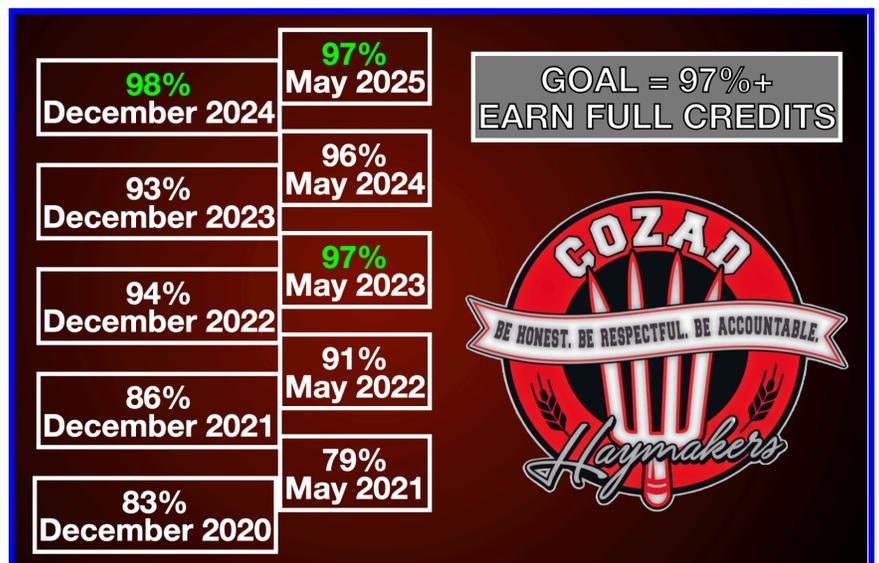
E-mail: corey.fisher@cozadschools.net

DATE: August 18, 2025
RE: Board Report (HS)

BACK TO SCHOOL 2025:

- The CHS faculty has been preparing for the return of students for the first day of school on August 19th. Student and parent orientation events have been a part of our back-to-school pre-service schedule this past week. You can access the Student/Parent Back to School Letter and Orientation Presentations links below.
 - [W Student/Parent Back to School Letter 2025-2026.docx](#)
 - [2025 Freshmen, Sophomore and New Student Fall Orientation](#)
 - [2025-11th Grade Fall Orientation](#)
 - [2025-12th Grade Fall Orientation](#)
- Teacher Pre-Service work began with orientation for new teaching staff on Tuesday, August 12th and continued with all staff participating in pre-service and professional development in the days leading up to the first day of school. We are proud to welcome four new teachers to Cozad High School.
 - Mrs. Grace Boller (Math)
 - Mrs. Tessa Throckmorton (Special Education)
 - Mr. Ryan Zoucha (Industrial Technology)
 - Mr. Bill Shaffer (Science)
- Cozad High School Areas of Continued Focus for 2025-2026
 - Behavior, Culture and Climate – **Honesty, Respect, Accountability**
 - Attendance
 - ACT Prep
 - Career and Technical Education Program Vision
 - Credit Acquisition

5-Year Credit Acquisition Percentages Per Semester



FALL 2025 BACK-TO-SCHOOL ENROLLMENT NUMBERS: The total enrollment at Cozad High School for the start of the 2025-2026 school year (as of August 14, 2025) is 53 students in grades 9-12. The High School Class-by-Class Enrollment as of August 14, 2025 is shown below. This is an increase in enrollment from the start of the 2024-2025 school year by students.

GRADE	MALES	FEMALES	TOTAL	Back to school class averages 2025-2026 (averages are rounded up): <ul style="list-style-type: none"> • 30 boys per class avg. • 33 girls per class avg. • 63 students per class avg. (+2) Six Year 9-12 Fall Enrollments 2020-2021 - 257 students 2021-2022 - 256 students 2022-2023 - 260 students 2023-2024 - 245 students 2024-2025 - 247 students 2025-2026 - 253 students Six Year Fall Enrollment Average = 253
9	31	40	71	
10	26	40	66	
11	36	27	63	
12	28	25	53	
TOTALS	121	132	253	

FALL 2025 ETHNICITY ENROLLMENT (AS OF AUGUST 14, 2025)

Grade Level	Total in Grade	Asian	Black	Hispanic or Latino	American Indian	Multi-race	Native Hawaiian or Other Pacific Islander	White	Unclassified
9	71 M 31 / F 40	1 M 1 / F 0	0 M 0 / F 0	13 M 3 / F 10	0 M 0 / F 0	0 M 0 / F 0	2 M 1 / F 1	55 M 26 / F 29	0 M 0 / F 0
10	66 M 26 / F 40	1 M 0 / F 1	2 M 0 / F 2	14 M 7 / F 7	0 M 0 / F 0	0 M 0 / F 0	3 M 0 / F 3	46 M 19 / F 27	0 M 0 / F 0
11	63 M 36 / F 27	2 M 1 / F 1	3 M 1 / F 2	10 M 6 / F 4	1 M 1 / F 0	0 M 0 / F 0	2 M 1 / F 1	45 M 26 / F 19	0 M 0 / F 0
12	53 M 28 / F 25	1 M 0 / F 1	1 M 1 / F 0	10 M 6 / F 4	0 M 0 / F 0	1 M 1 / F 0	3 M 2 / F 1	37 M 18 / F 19	0 M 0 / F 0
Total	253 M 121 / F 132	5 M 2 / F 3	6 M 2 / F 4	47 M 22 / F 25	1 M 1 / F 0	1 M 1 / F 0	10 M 4 / F 6	183 M 89 / F 94	0 M 0 / F 0

FIRST DAY OF SCHOOL SCHEDULE:

AUGUST 19, 2025

8:10 a.m. - ALL CHS Students & Staff in Auditorium

* Posting Of Our Nations Colors / Pledge of Allegiance

* Welcome to CHS - It's A Great Day To Be A Haymaker!

8:40 - 8:58 a.m. — Period 1

9:01 - 9:49 a.m. — Period 2

9:52 - 10:40 a.m. — Period 3

10:43 - 11:31 a.m. — Period 4

11:34 - 12:22 a.m. — Period 5A

11:31 - 12:01 p.m. — 1st Lunch

12:04 - 12:52 p.m. — Period 5B

12:22 - 12:52 p.m. — 2nd Lunch

12:55 - 1:43 p.m. — Period 6

1:46 - 2:34 p.m. — Period 7

2:37 - 3:25 p.m. — Period 8



COZAD HIGH SCHOOL REMAINING BACK-TO-SCHOOL KEY EVENTS

DATE	TIME	EVENT / LOCATION
August 15th	6:00 p.m.	CHS Softball Scrimmage
August 19th	8:10 a.m.	1st Day of School Grades 9-12 Begin Day at 8:10 a.m. in CHS Auditorium
August 20th	3:30 p.m.	CHS Fall Sports Pictures
August 21st	8:00 p.m.	CHS Cross Country Scrimmage @ Camp Comeca
August 22nd	5:00 p.m. 7:00 p.m.	CHS Volleyball Scrimmage @ Haymaker Arena CHS Football Scrimmage @ Haymaker Stadium
August 25th	4:00 p.m.	One-Act Play Auditions V VB Hall of Fame Game @ Brady High School
August 26th	4:00 p.m.	One-Act Play Auditions
August 29th	TBA	FCCLA Tailgate (Before FB Game vs. Sidney)
September 1st	NA	NO SCHOOL – LABOR DAY

CCS ACTIVITIES REPORT

JEREMY YILK

08.18.2025

1. Fall Activities Update

a. Football

i. HS Football

1. The football team will begin the season at home the first two weeks - vs Sidney (8.29.25) & vs Central City (9.5.25)
2. Participant #'s: 32

ii. MS Football

1. Participants: TBD

b. Volleyball

i. HS Volleyball

1. The volleyball team will host their scrimmage on 8.22.25 and will go to Brady for the HOF jamboree on 8.25.25.
2. Participant #'s: 21

ii. MS Volleyball

1. TBD

c. HS Softball

- i. The softball team is set to open their regular season on 8.21.25 vs Hershey at Bellamy Park.
- ii. Participant #'s: 17

d. HS Girls Golf

- i. The girls golf team will start their season on 8.21.25 with hosting a Quad scramble at the Cozad Country Club.
- ii. Participant #'s: 7

e. Cross Country

i. HS Cross Country

1. The cross country team's scrimmage will take place at Camp Comeca on 8.21.25. Their first invite will be at NP on 8.28.25
2. Participant #'s: 5 Girls / 13 Boys

ii. MS Cross Country

1. TBD

f. One-Act

- i. One-Act auditions will take place the week of 8.25.25.
- ii. Participant #'s: TBD

Cozad Community Schools

Home of the Haymakers

Dan Endorf, Superintendent of Schools
Corey Fisher, High School Principal
Josh Asche, Middle School Principal
Justin Dowdy, Elementary/CEEC Principal



Jeremy Yilk, Activities Director
Patty Wolfe, Director of Technology
Taylor Jenner, Dir. of Teaching & Learning/Elem. A.P
Jackie Anderson and Teressa Schneider, SPED Directors

Board Report - Cozad Elementary and Early Education

August 18, 2025

Open House:

- ❖ Aug. 15, 2025, 5:30-7pm
- ❖ Well attended

Attendance (as of 8/4/25)

PreK	ktgn.	1st	2nd	3rd	4th	5th
55	58	57	70	63	77	76
Average per classroom	14.5 (15 last year)	14.25 (17.25 last year)	17.5 (16.25 last year)	15.75 (19.5 last year)	19.25 (26.33 last year)	19 (20.5 last year)

K-5th Total: 401

2024-2025 Total: 433

-32 students from last year

Jump Start (Summer School)

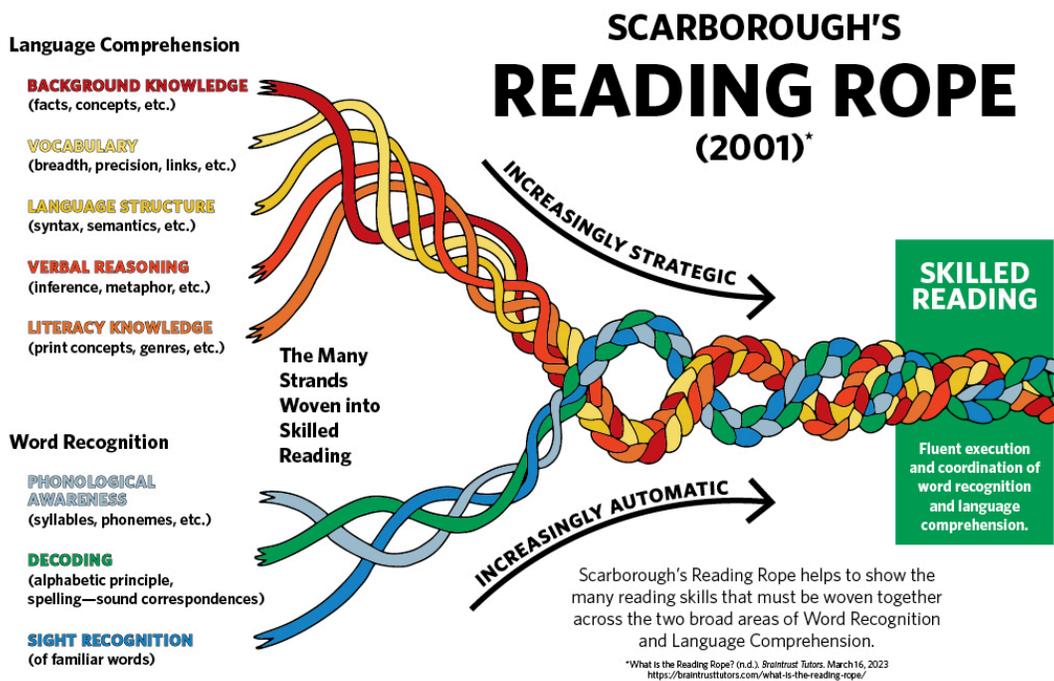
ktgn. (Cahoy)	1st (Hovie)	2nd (Osmera)	3rd (Galas)	4th (Keith)	5th (Worrell)
11	12	12	13	11	12

Total: 71

A huge thank you to the custodial staff for getting rooms, lockers, and hallways cleaned and ready for the arrival of students. It is not an easy task, especially in the midst of a construction project.

Elementary Focus for 2025-2026

- ❖ Improve Student Attendance
- ❖ Strengthen Climate and Culture
 - Positive Reinforcement
 - Consistent Behavior Management
 - Improve Student Engagement
- ❖ Increase Reading Scores
 - Strong Instruction based on the Science of Reading
 - Data-Driven Instructional Decisions
 - Student Engagement
 - Walkthroughs and Peer Coaching



Middle School Principal Report - August 18th, 2025

- School has begun!
- Orientations were well attended and many forms are already turned in
- Testing starts soon - MAP next week, Fastbridge the following week
- Enrollments:
 - 6th: 83
 - 7th: 73
 - 8th: 72
 - Total: 228
 - Avg: 76
- Middle School Focus
 - Increased Rigor and Accountability
 - Missing Assignments/Downlist
- 6th Period for 7th/8th Grade
 - All kids will take a class either A or B day
 - 8th graders: Reading, Yearbook, Band, Choir, Ag
 - 7th Graders: Reading, Band, Choir, Digital Media
- Working Lunch - Students who are failing a class will eat with the teacher designated for working lunch.
- Homework Centers - Missing assignment/failing list will be shared with teachers every morning. Students on the list on Tuesdays/Thursdays will report to the library after school. They will work until 4pm, or until the work is made up. Teachers will be asked to report as well to provide assistance.
- Downlist Procedures
 - a. A warning list will come out on Wednesdays. Communication will be sent to students, parents, and teachers
 - b. Official Downlist will come out on Fridays. We will communicate again to students, parents, and teachers.
 - c. If they are ineligible for two weeks in a row then they will not be allowed to participate in activities the following week. (Eligibility Runs Monday-Sunday) This should help coaches with Monday games so there are no surprises.
- Academic Success 8th Hour
 - IXL Math, ELA, Science on Monday, Tuesday, Thursday

- Wednesday = WIN time - Eventually this will be MS matters (John Baylor)
- Friday - Arena



COZAD COMMUNITY SCHOOLS

Home of the Haymakers

August 18, 2025 - Report to Board of Education Director of Teaching and Learning

Curriculum Instruction & Assessment Council:

- Discussion of adoptions for the 25-26 school year and beyond: How can we space out the evaluation of these content areas to disperse the work we're asking staff to do and the financial impact of potential purchases?
- Discussion of strategic plan: Council members collaborated to discuss three questions surrounding our strategic plan goals. See attached PDFs for their feedback.

High Ability Learners:

- The Board has a general policy to approve tonight.
- Rule 3 (Governance for HAL from NDE) was updated in the 2024-2025 school year.
- Updates in requirements and recommendations are being created during this school year (25-26), schools will be expected to implement them for the 26-27 school year.
- Updates include:
 - Consistent methods of identifying HALs
 - Must have 3 data points- 1 from a quantitative assessment, 1 from a qualitative assessment, and the third from either
 - NDE will provide guidance on what assessments will be appropriate to use for this purpose
 - Portability- students identified in one district maintain their status if they move
 - Exit Procedure- will be outlined for all districts to use.
 - Updates in reporting requirements (if receiving state funding)
- Support that NDE will be providing:
 - A needs assessment
 - Rule 3 Rubric to ensure schools are meeting requirements
 - Data inventory
 - Policy and Procedure Review Guidelines
 - Phased Timeline
 - Sample templates
 - Professional Development
 - NeMTSS Alignment
- Plan for the 25-26 school year:
 - Create teams of teachers at each level (3-5, 6-8, 9-12) to collaborate and work through the support and guidance that NDE is providing.
 - Pilot some new ideas for serving HAL students to get a good idea of what is going to work best in Cozad
 - Use all of that information and feedback from teachers to update policy and procedures for HAL programming for the 26-27 school year. Expand and grow from there.

New Teacher Academy:

- 6 dates set throughout the school year for New Teachers to receive targeted professional development (based on feedback from last year's new staff)
- Mentors of new teachers will attend 3 of these sessions to ensure continued support

**Director of Technology Board Report
August 18, 2025
Patty Wolfe - Director of Technology**

1. Enrollment Changes Over the summer (as of August 15, 2025)

School Name	Entered	Exited
Cozad Elementary School	13	8
Cozad High School	8	7
Cozad Middle School	8	6
Total	29	21

Grade Level	Entered	Exited
0	NA	NA
1	4	2
2	3	2
3	3	2
4	1	0
5	1	1
6	3	2
7	1	3
8	4	1
9	3	4
10	3	1
11	1	2
12	1	0

2. Current Enrollments (August 15, 2025)

Cozad High School

9th: 71
10th: 66
11th: 63
12th: 53
Total: 253

Cozad Middle School

6th: 83
7th: 73
8th: 72
Total: 228

Cozad Elementary School

Kindergarten: 61
1st: 60
2nd: 71
3rd: 65
4th: 77
5th: 75
Total: 409

Cozad Early Education Center

Pre-3 (-3): 7
Pre-2 (-2): 11
Pre-1 (-1): 44
Total: 62

District Total: 952

3. Device Distribution

All staff and student devices have been distributed for the 2025–2026 school year. New staff devices were imaged, set up, and provided to teachers in July. High School Chromebooks (Lenovo 14e) were checked out to students on August 6th and 7th. Middle School devices (Lenovo 100e chromebooks) will be checked out on the first day of school. Elementary devices (Lenovo 100e chromebooks and iPads) were delivered to classrooms during the week of August 11th.

All new student accounts and devices have been created and set up, and this process will continue throughout the first week as we enroll additional new students.

4. Adviser Data

- a. Staff Reporting–Due September 15, 2025
 - i. Staff Demographics
 - ii. Staff Position Assignments
 - iii. Data used for approval and accreditation certificate checks and salary reports, state aid calculation, and Rule 11 endorsement check
- b. 2025-2026 Fall Collection – Due October 15, 2025
 - i. Student Demographics, Special Education Program, School Enrollment, Early Childhood Program, Food Program, English Learner Program
 - ii. Data used for state aid calculation, nutrition services, medicaid IDEA, ELL, Digital Equity, eRate, and NEP

5. Implementation of Tools to Support Academic Integrity and Copyright Compliance

- a. Turnitin will be implemented this school year in the High School to promote academic integrity and strengthen student writing skills. It provides students with feedback on originality and proper citation while giving staff an efficient, consistent way to monitor and support academic honesty. This tool helps prepare students for college and future careers while aligning with our district's standards for academic excellence.
- b. Swank Public Performance License purchased through ESUCC which allows teachers and staff to legally show films and media in the classroom. This license ensures compliance with copyright laws while providing a wide range of educational and instructional content for students.

15. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION REGARDING ADOPTION OF 4000 SERIES OF BOARD POLICY FROM PERRY LAW AS PRESENTED**

Cozad Policies (on-line) List	Perry Policy List	Compared to Cozad Policies	Compared to Perry Policies	Name of Policy		
TOC	TOC					
	4001			Recruitment and Selection		
4002			4009	Drug Free Workplace		
	4002			Equal Opportunity Employment		
4003				Drug Policy Regarding Drivers		
	4003	3053		3. Anti-discrimination, Anti-harassment and Anti-retaliation		
	4003			Notice of Nondiscrimination		
	4003			Complaint Form		
4004				Employment of Relatives, Domestic Partners and Significant Others		
	4004			4. Duty Hours of Employees		
4005				Communication Between the Board and District Employees	rescind	
	4005			5. Absence of Employees		
4006				Insurance		
	4006			6. Absence From Building		
4007			4013	Personnel Records		
	4007	4011		7. Family and Medical Leave Policy		
	4007A			Family and Medical Leave Policy documents		
4008				Outside Employment	handbook	
	4008			8. Adoption Leave		
4009				Restrictions on Employees Receiving Gratuities	keep	
	4009			9. Drug and Substance Use and Abuse, with attached Appendix		
4010				Inclement Weather		
	4010	3020, 4020		10. Intellectual Property and Work-for-Hire		
4011			4007	Employee Leave Under the Family and Medical Leave Act (FMLA)		
4011.1			4022	Nebraska Family Military Act		
	4011			11. Bloodborne Pathogen Compliance Plan		
4012				Staff Internet and Computer Use		

4012.1				Internet - Acceptable Use Policy		
	4012	3048		12. Infectious Diseases		
4013				Grievance Procedure		
	4013	4007		13. Personnel Files		
	4014			14. Receiving Agents, Salespersons, and Other Business Representatives		
4015				Prohibition Against Employment of Board Members		
	4015	3004, 3036		15. Unauthorized Purchases		
4016			4029	Jury Duty / Service as Witness in Court		
	4016	3014		16. Use of School Facilities and Equipment by School Employees		
4017				Relations with Employee Collective Bargaining Associations		
	4017			17. Activity Passes		
4018				Corporal Punishment		
	4018	4044		18. Community Relations – Political Activity		
4019				Workplace Injury Prevention and Safety Committee		
	4019			19. Fair Labor Standards Act (Minimum Wage and Overtime)		
4020			4010	Ownership of Copyrighted Works		
4022			4111	Certification and Endorsements		
	4022	4011.1		20. Military and Family Military Leave		
4023				Professional Ethics		
	4023	5022		Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints		
4024				Teachers' Rights, Responsibilities and Duties		
	4024			22. Wage and Deduction Information		
4025				Superintendent		
	4025	4043		Professional Boundaries Between Employees and Students		
4026				Principals		
	4026			24. Prohibition on Aiding and Abetting Sexual Abuse		
4027				Part-time Certified Employees	N.A.	
	4027			25. Workplace Privacy Policy		

4028			4133	Substitute Teachers	rescind	
	4028	5039		Employee Fundraising		
4029				Salary Schedule for Certificated Employees		
	4029	4016		27. Leave for Court		
4030				Evaluation of Certificated Employees		
	4030			28. Wage Information		
4031				Evaluation of Probationary Certified Employees		
	4031			29. Injury Leave		
4032			See 4140	Professional Growth		
4034				Staff Handbook		
4037				Reduction in Force		
4038				Classified Staff Defined		
4039				Employment of Classified Staff		
4040				Accrual of Sick and/or Vacation Leave for Classified Staff	handbook/contracts	
4041				Staff Dress and Appearance	handbook/principals	
4042				Employee Social Security Numbers		
4043			4025	Professional Boundaries between Employees and Students		
4044			4018	Political Activity by Staff Member		
4045				Milk Expression		
4046				Internet Searches Regarding Potential Employees		
4048				Assessment Administration and Security	handbook	
4050				Overtime		
4051				Use of Social Media by Staff and District	shorten/Perry Help	
4052				Job References to Prospective Employers for Current and Former Employees	rescind	
4053				Conflict of Interest		
4054				Reporting Child Abuse or Neglect		
4056				Resignation of Certificated Staff	March 15th	
4057			2000s?	Superintendent Evaluation	rescind	
4058			Share with counselors	Confidentiality in Counseling and Guidance	rescind	
4059				Behavioral and Mental Health Training		
4060				School Vehicle Use	rescind - 3000's	

4061				Workplace or Non-Workplace Injuries or Illness and Return to Work		
4062				Locker Room Supervision	keep	
4063				Extra Duty and Extended Contract Assignments for Certificated Staff	N.A.	
	4100			Qualifications for Appointment as Teacher		
	4101			2. Qualifications for Appointment to Administrative and Supervisory Positions		
	4110			Contract		
	4111	4022		3. Certification		
	4120			4. Probationary Certified Employees		
	4121			5. Permanent Certified Employees		
	4130			6. Assignment of Duties		
	4131			7. Agents/Tutors		
	4132			8. Student Teachers and Pre-Student Teachers		
	4133	4028		9. Substitute Teachers		
	4140	*Deep Dive		10. Professional Growth		
4141	4141			11. Teacher Training	keep	
	4150			12. Evaluation of Teachers		
	4160			13. Reduction in Force Policy for Certificated Staff		
	4170			14. Leave of Absence		
	4171			15. Resignation of Certificated Employees		
	4180			16. Dual Sponsorship of Activities		
	4190			17. Standards of Ethical and Professional Performance – Certificated Staff		
	Non-Certificated Employees			C.		
	4200			1. Qualifications of Non-Certificated Employees		
	Classified Staff					
	4201			2. "At Will" Employees		
	4210			3. Hiring/Dismissal		
	4230			5. Assignment and Transfer		
	4240			6. Complaint Procedure		

	Complaint Form					
	4250	4003		7. Bus Drivers		
	4260			8. Standards of Performance for Non-Certified Employees		

4009

Restrictions on Employees Receiving Gratuities

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$100.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. No certificated staff member may accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage in circumstances which benefit the district but do not benefit the employee personally, unless it is consistent with Nebraska law, NDE rules, the staff member's contract, and board policy. At no point can an employee accept a gift, payment, or other thing of value for purposes of their own personal gain or benefit, to influence their judgement as a public employee, or otherwise use their position for personal gain if accepting it would violate Nebraska law, NDE rules, the employee's contract, or board policy.

Adopted on: 9/17/18

Revised on: _____

Reviewed on: _____

4051

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Haymaker Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about

appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;

4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: 2/18/19

Revised on: _____

Reviewed on: _____

4056

Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of ~~(a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than~~ March 15th ~~of each year)~~ will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: 12/17/2018

Revised on: 6/13/2022

Reviewed on: _____

4062 Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: 6/15/2020

Reviewed on: _____

Amended on: _____

Personnel - Certificated Employees

Teacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: 6.17.2024

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Cozad Community Schools system shall give evidence of professional growth as is approved by the school Board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school Board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the Superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the Superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the Superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the Superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be

obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		Point Criteria
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt ¹
	B. TV or Internet In-service Programs	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities ²		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation committees	One day = 1 pt
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 1 pt
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts

¹ Except [Name] Public Schools sponsored workshops.

² "Pre-approved Activities" shall mean those professional growth activities proposed by the certificated employee to be credits with points for purposes of professional growth under this policy that have been approved for such purpose in writing by the Superintendent and Principal.

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Legal Reference: Neb. Rev. Stat. Sec. 79-830

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Assignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervisory and recess duties, study halls, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Legal Reference: Neb. Rev. Stat. Sec. 79-839

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Date of Adoption: [Insert Date]

16. SUMMER PROJECTS REPORT

2025 SUMMER PROJECTS LIST:

1. New Roofs project
2. New Auditorium project
3. New Grades 1 - 2 Classrooms project
4. New welding booths and vocational wing painting project
5. Move Ethan's Park to Elementary school
6. Terrazzo flooring refinishing
7. Painting – spot painting in areas of need

17. **STRATEGIC PLAN REPORT -- DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION REGARDING HIGH ABILITY LEARNER PROGRAM AND POLICY**

Professional Development Topics

Getting to collaborate with other teachers from other districts

New Teacher 2 Days of Preservice Days

Train on new science curriculum and planning days

Crisis Team Trainings

varying needs by building

More Data Dives

New curriculum training!

edudclimber

NE Reads IRIP

K-12 Writing Curriculum

AI usage from the ground up!

MTSS
Consistency-throughout the district

Interacting with teachers with other schools/ teacher conventions

IXL training

Short snippets on student engagement with time to implement

Hosting Ed Camp to talk to other teachers in your area

ELL Training for all staff

Regular Department Meetings District Wide

Difficulties faced in serving underrepresented populations

Need more quality people to support

class sizes and vast abilities at HS

ELL student to para ratio

Poverty students-counseling

Behavior Interventionist

Gap for students who are moving, not getting an education, or migrant students

ELL Training for Staff

Parenting Classes Opportunity

EL teachers/paras

Chronic Absentes - Social Worker for the school

Properly trained support staff

Getting Parents on Board for College Readiness

ELL programming

Social Worker

Mental Health Practioner



Potential opportunities to expand offerings to students



StudentsIdentification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet both of the following criteria to be identified as a learner with high ability.

- 1) 85th percentile or above in math, reading, language arts, science, or social studies on the norm referenced test outlined in the decision rules for each building OR a score of above average or higher on a cognitive screening test.
- 2) Teacher nomination.

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03
NDE Rule 3

Date of Adoption: [Insert Date]

HAL Updates for 2026-2027

Current WORK IN PROGRESS Plan

- ****Items highlighted in yellow are expected to change prior to the 26-27 school year. The Nebraska Department of Education will be providing guidance and requirements to Nebraska schools for updating during the 25-26 school year.**
- Rule 3 (Governance for HAL from NDE) was updated in the 2024-2025 school year.
- Updates in requirements and recommendations are being created during this school year (25-26), schools will be expected to implement them for the 26-27 school year.
- Updates include:
 - Consistent methods of identifying HALs
 - Must have 3 data points- 1 from a quantitative assessment, 1 from a qualitative assessment, and the third from either
 - NDE will provide guidance on what assessments will be appropriate to use for this purpose
 - Portability- students identified in one district maintain their status if they move
 - Exit Procedure- will be outlined for all districts to use.
 - Updates in reporting requirements (if receiving state funding)
- Support that NDE will be providing:
 - A needs assessment
 - Rule 3 Rubric to ensure schools are meeting requirements
 - Data inventory
 - Policy and Procedure Review Guidelines
 - Phased Timeline
 - Sample templates
 - Professional Development
 - NeMTSS Alignment
- Funding opportunities:
 - Can apply for the minimum each district is entitled to - \$2,342 per year
 - Can also apply for matching funds
 - Application for funding opens August 1 and closes September 15
- Options moving forward (likely a combination):
 - Make edits now, understanding they'll be temporary and will need to be updated before the start of the 26-27 school year
 - Keep policy the same for the 25-26 school year
 - Apply for HAL funds to be used this school year with focus on trying some new strategies in the elementary school
 - Form a team at each building to discuss HAL programming throughout the 25-26 school year to officially update policy and procedure in 2026-2027 - completing needs assessments, evaluating rubrics, reviewing policy and procedure, attending PD, utilizing templates to create consistency in Cozad
- Recommendations:
 - Maintain current HAL list for this school year

- Make minor changes to policy or procedure for the 25-26 school year
- Form a team at each building to work through HAL updates from the state (focusing on the elementary early on).
- Utilize potential funding opportunities to trial new ideas for HAL implementation (after school programming, WIN time) with teacher participation in considering best methods for implementation
- Formally update policy and procedure for the 26-27 school year based off of recommendations from the state and input from CCS teachers

18. **NASB BOARD LEADERSHIP WORKSHOP ATTENDEES REPORT**

19. **NASB AREA MEMBERSHIP MEETING IN NORTH PLATTE ON SEPTEMBER 3, 2025**

20. **AGENDA SETTING AND FUTURE MEETINGS**

Special Budget Meeting with Carl Dietz -- August 26th at 7:00 pm
Special Board Meeting about Gallup Strengths -- Sept 8th at 7:00 pm

21. **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.