

**Cozad Community Schools
Board of Education Special Meeting
Tuesday, August 26, 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.

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. 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.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings 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.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct our business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

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 an 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 _____

4. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION TO MAKE A TRANSFER FROM THE GENERAL FUND TO THE DEPRECIATION FUND**

DEPRECIATION FUND	BALANCE	RECOMMENDATION	TRANSFER
Cash Balance/Interest	\$ 60,675.56	\$ 60,675.56	
Ag Room	\$ -	\$ -	
Track/Football	\$ 424,230.00	\$ 424,230.00	
Gym Floor Repl	\$ 9,914.00	\$ 9,914.00	
Heat Pumps (EL/MS) Repl	\$ 187,000.00	\$ 187,000.00	
Roof Repair/Repl	\$ 286,952.83	\$ 286,952.83	
HVAC Repl	\$ 89,125.40	\$ 89,125.40	\$200,000.00
Band Instruments Repl	\$ 697.71	\$ 697.71	
Textbooks Repl	\$ 27,076.76	\$127,076.76	
Technology Repl	\$ 20,400.75	\$120,400.75	
Bus/vehicle Repl	\$ 72,160.00	\$372,160.00	\$200,000.00
Auditorium	\$ 535,020.84	\$35,020.84	
Concrete	\$ 6,873.00	\$6,873.00	
TOTAL	\$ 1,720,126.85	\$1,720,126.85	2,120,126.85

5. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION REGARDING TRANSFER OF DOLLARS AMONG DEPRECIATION FUND SUB-ACCOUNTS**

DEPRECIATION FUND	BALANCE	RECOMMENDATION	TRANSFER
Cash Balance/Interest	\$ 60,675.56	\$ 60,675.56	
Ag Room	\$ -	\$ -	
Track/Football	\$ 424,230.00	\$ 424,230.00	
Gym Floor Repl	\$ 9,914.00	\$ 9,914.00	
Heat Pumps (EL/MS) Repl	\$ 187,000.00	\$ 187,000.00	
Roof Repair/Repl	\$ 286,952.83	\$ 286,952.83	
HVAC Repl	\$ 89,125.40	\$ 89,125.40	\$200,000.00
Band Instruments Repl	\$ 697.71	\$ 697.71	
Textbooks Repl	\$ 27,076.76	\$127,076.76	
Technology Repl	\$ 20,400.75	\$120,400.75	
Bus/vehicle Repl	\$ 72,160.00	\$372,160.00	\$200,000.00
Auditorium	\$ 535,020.84	\$35,020.84	
Concrete	\$ 6,873.00	\$6,873.00	
TOTAL	\$ 1,720,126.85	\$1,720,126.85	2,120,126.85

6. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL CLAIMS

6.1. Financial Claims

Detail Check Register

Unposted; Batch Description AUG 2025 EOY CHECKS

Checking Account: 1

GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
31153	Check	08/26/2025	222HARD	222 HARDWARE	107.72
<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>
2508-291094	08/13/2025		Spark plug for weedeater	01 2630 610 004	4.29
2508-291284	08/15/2025		Door stops	01 2610 610 004	17.98
2508-291293	08/15/2025		Bolts/nuts and door stops	01 2610 610 004	30.68
2508-291468	08/16/2025		Weed killer for FB field	01 2630 610 001	41.99
2508-291563	08/18/2025		Liquid nails	01 2610 610 001	4.29
2508-291647	08/19/2025		Double sided tape	01 2610 610 004	8.49
31154	Check	08/26/2025	AAASPRI	Cory Allen	6,502.46
<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>
4141	08/19/2025		Sprinklers at EL	01 2630 431 004	6,502.46
31155	Check	08/26/2025	ASCHJOSH	Joshua Asche	62.58
<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	08/22/2025		Reimburse cellphone-July 2025	01 2410 291 002	62.58
31156	Check	08/26/2025	BERETATE	Berens-Tate Consulting Group, Inc.	2,500.00
<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	08/20/2025		Arbitrage rebate research/report	01 2510 315 000	2,500.00
31157	Check	08/26/2025	BYTESPEE	BYTESPEED, LLC	398.00
<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>
INV0180749	08/20/2025	CCS33557	MONITOR, ASUS 27" IPS 16:9 1920x1080 5MS	01 2580 650 000	398.00
31158	Check	08/26/2025	CCSDEPR	Cozad Community Schools	400,000.00
<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>
EOY2024-2025	08/20/2025		Transfer for HVAC	01 2620 431 001	200,000.00
EOY2024-2025	08/20/2025		Transfer for vehicle replacement	01 2710 732 000	200,000.00
31159	Check	08/26/2025	CCSREVOLV	Cozad Community Schools	611.86
<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>
MAY25-AUG25	08/01/2025		USPS:Postage to mail calendars	01 2510 531 000	445.58
MAY25-AUG25	08/01/2025		Waypoint Bank: Postage money for DO	01 2510 531 000	100.00
MAY25-AUG25	08/01/2025		USPS: Postage to mail lunch packets	01 2510 531 000	66.28
31160	Check	08/26/2025	DOWDJUST	Justin Dowdy	145.54
<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>
CELLAUG25	08/01/2025		Reimburse cellphone-Aug 2025	01 2410 291 004	72.77
CELLJULY25	08/01/2025		Reimburse cellphone-July 2025	01 2410 291 004	72.77
31161	Check	08/26/2025	FLINSCIE	FLINN SCIENTIFIC INC	364.44
<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>
3170480	08/13/2025	CCS33530	Pump, Vacuum, Hand-Operated, Nalgene®	01 1100 610 001	152.71
3170480	08/13/2025	CCS33530	Rubber Stoppers, 1 lb, Size #6, Black, S	01 1100 610 001	16.75

Checking Account: 1		GENERAL CHECKING					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	Check Total:	
CINV000278188	08/09/2025	CCS33487	Nurse supplies 25-26	01 2130 610 000	30.78		
Check Number: 31171	Check Type: Check	Check Date: 08/26/2025	Vendor: STAPADVA	STAPLES ADVANTAGE	Check Total:	88.08	
6039201575	08/07/2025	CCS33348	White Drawing Paper-9x12	01 1100 610 002 0005	88.08		
Check Number: 31172	Check Type: Check	Check Date: 08/26/2025	Vendor: SYNDPUBL	Syndicate Publishing	Check Total:	20.77	
23525	08/14/2025		8/7 Notice of August 18 Meeting	01 2310 540 000	11.13		
23525	08/14/2025		8/14 Notice of August 18 Meeting	01 2310 540 000	9.64		
Check Number: 31173	Check Type: Check	Check Date: 08/26/2025	Vendor: TURNITIN	TURNITIN	Check Total:	5,471.69	
IN-TII-62017	07/31/2025	CCS33524	Turnitin Feedback studio	01 2580 650 000	2,480.00		
IN-TII-62017	07/31/2025	CCS33524	Turnitin Originality	01 2580 650 000	514.88		
IN-TII-62017	07/31/2025	CCS33524	Turnitin Clarity	01 2580 650 000	1,026.81		
IN-TII-62017	07/31/2025	CCS33524	Core OnBoarding	01 2580 650 000	850.00		
IN-TII-62017	07/31/2025	CCS33524	Teacher training (online)	01 2580 650 000	600.00		
Check Number: 31174	Check Type: Check	Check Date: 08/26/2025	Vendor: WAYPBANK	Waypoint Bank	Check Total:	470.00	
POSTAGE\$	08/22/2025		Postage money-HS	01 1100 531 001	355.00		
POSTAGE\$	08/22/2025		Postage money-MS	01 1100 531 002	70.00		
POSTAGE\$	08/22/2025		Postage money-EL	01 1100 531 004	25.00		
POSTAGE\$	08/22/2025		Postage money-CEEC	01 1190 531 005	20.00		
Check Number: 17453	Check Type: Direct Deposit	Check Date: 08/26/2025	Vendor: EAKESKE	EAKES OFFICE PLUS - KEARNEY	Check Total:	318.00	
INV676784	08/15/2025		Contract base rate-DocMgt-Aug	01 2510 643 000	318.00		
Check Number: 17454	Check Type: Direct Deposit	Check Date: 08/26/2025	Vendor: WBARFIRE	W Bar Fire Extinguishers LLC	Check Total:	48.00	
3133	08/18/2025		Annual service-fire extinguishers-EL	01 2670 431 000	48.00		

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 424,923.02

Checking Account: 6 **LUNCH FUND**
 Check Number: 26686 Check Type: Check

Check Date: 08/26/2025 Vendor: CCSGEN Cozad Community Schools General Fund Check Total: 15,752.05

<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>
RICHIE24-25-2	08/01/2025		Reimburse B Richie salary-M-A-M-J-J-A	06 3100 110 000	11,289.82
RICHIE24-25-2	08/01/2025		Reimburse B Richie overtime-M-A-M-J-J-A	06 3100 130 000	116.72
RICHIE24-25-2	08/01/2025		Reimburse B Richie insurance-M-A-M-J-J-A	06 3100 210 000	2,434.18
RICHIE24-25-2	08/01/2025		Reimburse B Richie FICA.M-A-M-J-J-A	06 3100 220 000	855.57
RICHIE24-25-2	08/01/2025		Reimburse B Richie retirementM-A-M-J-J-A	06 3100 230 000	838.67
RICHIE24-25-2	08/01/2025		Reimburse B Richie inc retireM-A-M-J-J-A	06 3100 237 000	217.09

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 15,752.05

7. BUILDING FINANCIAL CLAIMS

7.1. Financial Claims

Detail Check Register

Unposted; Batch Description BUILDING FUND AUG 2025 EOY CHECKS

Checking Account: 8

BUILDING FUND

Check Number: 1110

Check Type: Check

Check Date: 08/26/2025

Vendor: COZATELE

COZAD TELEPHONE CO.

Check Total: 43,705.00

Invoice Number

Invoice Date

PO Number

Detail Description

Chart of Account Number

Detail Amount

PBX

08/21/2025

Upgraded telephone system

08 4700 650 000

43,705.00

Check Number: 1111

Check Type: Check

Check Date: 08/26/2025

Vendor: PAULSEN

PAULSEN, INC.

Check Total: 16,877.00

Invoice Number

Invoice Date

PO Number

Detail Description

Chart of Account Number

Detail Amount

2022-33

08/01/2025

2022 Bond CM-App 33

08 4700 450 001

16,877.00

*Denotes Expensed Invoice Item

Checking Account ID: 8

Total without Voids: 60,582.00

8. DISTRICT FINANCIAL OVERVIEW REPORT FROM CARL DIETZ

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



Cozad Community School

Cozad Creates Success--#HaymakerWay

Board and Public Budget
Workshop August 26, 2025
7:00 P.M.

IMPORTANT REMINDERS

- ❖ Items due to the State Auditor by September 30
 - Budget Forms P1-6.
 - JPH and Interlocal Agreements.
 - Schedules A, B and C.
 - Property Tax Request Resolution.
 - Notice of Budget Hearing.
 - Proof of Publication.
 - Certified Valuations
 - Board minutes showing School Board approval of the budget,
 - Minutes showing 70% of the board approved the property tax authority.
 - LC-Printout
- ❖ Set date for the Budget Hearing and to approve/adopt the 25-26 budget.
- ❖ Set date for the Notice of Special Hearing to Set Final Tax Request. This can be done at the JPH but I recommend having a hearing and taking action during a board meeting. (5-day public notice).
- ❖ JPH is set for September 22.

RECEIPTS

Valuations Levy and Tax Request.

- ❖ Valuations increased 138% from 2010-2024.
- ❖ The total general fund and building fund levy is limited due to LB 243.
- ❖ The total levy has fluctuated from a high of 1.4396 in 2024 to a low of 1.1935 in 2013.
- ❖ 2025-26 valuations increased 12.14%
- ❖ The next chart shows valuations staying the same and the levy increasing 2% annually. This will keep the district out of the JPH.
- ❖ Federal receipts will be down next year due to Title I program reduction
- ❖ State Aid will decrease next year by about \$800K
- ❖ State aid will probably decrease in 2026-27 by about \$400K

LEVY INFORMATION										
% Inc.	Year	Valuations	2022 Bond Val	General	Elem Bond Valuation	Bond Levy	Building	QCPUF	Total	Gen./Bldg
	2009-2010	425,090,910		0.9791	\$187,800,000	0.325	0.01		1.3141	\$0.98910
6.87%	2010-2011	454,294,150		1.00	\$187,500,000	0.2128	0.01		1.22	\$1.01000
7.79%	2011-2012	489,662,099		0.9563	\$194,000,000	0.2128	0.0099		1.179	\$0.96620
4.64%	2012-2013	512,381,933		0.9565	\$192,920,365	0.2271	0.0099		1.1935	\$0.96640
15.34%	2013-2014	590,978,746		0.9566	\$199,593,194	0.2984	0.0099		1.2649	\$0.96650
20.68%	2014-2015	713,201,677		0.9562	\$209,951,181	0.2883	0.0099		1.2544	\$0.96610
11.67%	2015-2016	796,440,220		0.979	\$218,371,228	0.269	0.0199		1.2679	\$0.99890
5.58%	2016-2017	840,899,011		1.00	\$223,189,289	0.2691	0.02		1.29	\$1.02000
0.48%	2017-2018	844,899,606		1.0136	\$224,484,786	0.25	0.02		1.2836	\$1.03360
-1.87%	2018-2019	829,101,595		\$1.030	\$229,111,230	0.25	0.02		\$1.300	\$1.05000
1.24%	2019-2020	839,380,326		\$1.026	\$231,270,352	0.2472	0.0241		\$1.297	\$1.04960
-4.31%	2020-2021	803,195,080		1.003706	\$234,566,731	0.219619	0.046253		1.269578	\$1.04996
1.11%	2021-2022	812,086,343		1.0077	\$234,566,731	0.206328	0.0412		1.255228	\$1.04890
2.32%	2022-2023	830,954,025		1.010886	\$234,566,731	0.227062	0.039112		1.4385	\$1.05000
9.91%	2023-2024	913,302,544	769,483,452	0.986085	\$234,566,731	0.231450	0.032627		1.4396	\$1.01871
10.89%	2024-2025	1,012,731,521	856,019,677	0.918792	\$0	0.22420	0.044384	0.027927	1.215303	\$0.96318
12.14%	2025-2026	1,135,724,702	910,167,500	0.872046	\$0	0.16898	0.04022	0.027927	1.08125	\$0.91227
0.00%	2026-2027	1,135,724,702	910,167,500	0.89	\$0	0.190	0.04	0.027927	1.120	\$0.93000
0.00%	2027-2028	1,135,724,702	910,167,500	0.91	\$0	0.190	0.04	0.027927	1.140	\$0.95000
0.00%	2028-2029	1,135,724,702	910,167,500	0.93	\$0	0.190	0.04	0.027927	1.160	\$0.97000

TOTAL TAX REQUEST								
Year	General Fund	2022 Bond	Elem Bond	Building Fund	QCPUF	General & Building Fund Tax	LB 243 Limit with 3% growth	Additional 6%
2009-2010	\$4,162,065		\$610,350	\$42,509				
2010-2011	\$4,542,942		\$399,000	\$45,429		\$4,588,371		
2011-2012	\$4,682,639		\$412,832	\$48,477		\$4,731,115		
2012-2013	\$4,900,933		\$438,122	\$50,726		\$4,951,659		
2013-2014	\$5,653,303		\$595,586	\$58,507		\$5,711,810		
2014-2015	\$6,819,634		\$605,289	\$70,607		\$6,890,241		
2015-2016	\$7,797,150		\$587,419	\$158,492		\$7,955,641		
2016-2017	\$8,408,990		\$600,602	\$168,180		\$8,577,170		
2017-2018	\$8,563,902		\$561,212	\$168,980		\$8,732,882		
2018-2019	\$8,539,746		\$572,778	\$165,820		\$8,705,567		
2019-2020	\$8,607,845		\$571,700	\$202,291		\$8,810,136		
2020-2021	\$8,061,717		\$515,153	\$371,502		\$8,433,219		
2021-2022	\$8,183,394		\$483,977	\$334,580		\$8,517,974		
2022-2023	\$8,399,998		\$1,886,781	\$325,003		\$8,725,001		
2023-2024	\$9,005,939	\$1,780,969	\$571,238	\$297,983		\$9,303,923	\$8,566,372	\$9,304,790
2024-2025	\$9,304,896	\$1,919,196		\$449,491	\$282,826	\$9,754,387	\$9,108,490	\$9,927,986
2025-2026	\$9,904,042	\$1,919,196	\$0	\$454,540	\$282,830	\$10,358,582	\$11,106,226	\$11,996,387
2026-2027	\$10,107,950	\$1,729,318	\$0	\$454,290	\$317,174	\$10,562,240	\$11,439,413	\$12,356,279
2027-2028	\$10,335,095	\$1,729,318	\$0	\$454,290	\$317,174	\$10,789,385	\$11,782,595	\$12,726,967
2028-2029	\$10,562,240	\$1,729,318	\$0	\$454,290	\$317,174	\$11,016,530	\$12,136,073	\$13,108,776

TAX REQUEST AND AMOUNT RECEIVED WITH TAX CREDIT			
Year	Tax Request	Received	% Received
2013-2014	\$5,653,303	\$5,595,301	98.97%
2014-2015	\$6,819,634	\$6,632,247	97.25%
2015-2016	\$7,797,150	\$7,721,881	99.03%
2016-2017	\$8,408,990	\$8,270,406	98.35%
2017-2018	\$8,563,902	\$8,219,385	95.98%
2018-2019	\$8,539,746	\$8,253,923	96.65%
2019-2020	\$8,607,845	\$8,376,902	97.32%
2020-2021	\$8,061,717	\$7,908,576	98.10%
2021-2022	\$8,183,394	\$7,787,122	95.16%
2022-2023	\$8,399,998	\$8,069,494	96.07%
2023-2024	\$9,005,939	\$8,867,520	98.46%
2024-2025	\$9,304,896	\$9,956,239	107.00%
2025-2026	\$9,904,042	\$9,805,001	99.00%
2026-2027	\$10,107,950	\$10,006,870	99.00%
2027-2028	\$10,335,095	\$10,231,744	99.00%
2028-2029	\$10,562,240	\$10,456,617	99.00%

State Aid

System Needs					
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Basic Funding	\$10,610,081	\$11,306,776	\$11,806,433	\$11,967,973	\$12,267,172
Poverty Allowance	\$85,000	\$391,000	\$403,750	\$425,000	\$425,000
LEP Allowance		\$85,000	\$110,500	\$127,500	\$127,500
Summer School Allow		\$3,650	\$27,772	\$29,343	\$29,343
Special Rec Allow	\$661,740	\$627,459	\$627,430	\$1,282,872	\$1,282,872
Transportation Allow	\$82,909	\$95,960	\$100,194	\$118,896	\$22,180
Dist. Ed. allow	\$23,149	\$22,186	\$20,657	\$22,180	
Student Growth Adj		\$6,236	\$225,358	-\$6,208	\$118,896
Tot. Calc. Needs	\$11,462,879	\$12,538,267	\$13,322,094	\$13,967,556	\$14,272,963
Needs Stabilization	\$239,774				
Total System Needs	\$11,702,653	\$12,538,267	\$13,322,094	\$13,967,556	\$14,272,963
System Resources					
Local Effort Rate	\$8,123,697	\$8,311,849	\$9,255,532	\$10,275,622	\$11,357,247
Option Funding		\$28,938	\$20,211	\$40,326	\$40,326
Income Tax Funds	\$97,778	\$111,984	\$130,610	\$128,352	\$128,352
Foundation Aid		\$1,359,944	\$1,375,232	\$829,203	\$829,203
Other Rec	\$1,452,241	\$1,346,970	\$1,430,113	\$2,292,787	\$2,292,787
Total Formula Resources	\$9,673,716	\$11,159,685	\$12,211,698	\$13,566,290	\$14,647,915
State Aid Calculated					
Equalization Aid	\$2,028,937	\$1,378,582	\$1,110,396	\$401,266	-\$374,952
Option Funding		\$28,938	\$20,211	\$40,326	\$40,326
Income Tax Funds	\$97,778	\$111,984	\$130,610	\$128,352	\$128,352
Foundation Aid		\$1,359,944	\$1,375,232	\$829,203	\$829,203
FA Outside Resources				\$552,802	\$552,802
State Aid Calculated	\$2,126,715	\$2,879,448	\$2,636,449	\$1,951,949	\$1,550,683
Prior year Correction	\$5,622	\$3,844	\$100,636	-\$10,124.00	
Total State Aid	\$2,132,337	\$2,883,292	\$2,737,085	\$1,941,825	\$1,550,683

EXPENSES

- ❖ In the ten-year period from 2014-2024 general fund expenses increased 36%, or about 3.6% annually.
- ❖ On the chart below payroll is projected at 4.8% increase the next two years and then drops to 3% increase. Bills are projected at a 3% annual increase.
- ❖ Expenses could increase over \$600K annually.
- ❖ The large increase from FY 2012-2013 was due to increase in Federal Expenses.
- ❖ The large expense increase during 2022 and 2023 was due to ESSER expenditures.

EXPENSES							
Year	Payroll	FICA	Retirement	Insurance	Tot Payroll	Bills	Total Expenses
2008-2009							\$9,511,575
2009-2010							\$9,921,036
2010-2011							\$9,779,161
2011-2012	\$5,244,974	\$401,240	\$518,088	\$1,048,995	\$7,213,297	\$2,254,041	\$9,467,338
2012-2013	\$5,890,775	\$450,644	\$581,879	\$1,178,155	\$8,101,454	\$1,951,799	\$10,053,253
2013-2014	\$5,920,357	\$452,907	\$584,801	\$1,184,071	\$8,142,136	\$2,123,420	\$10,265,556
2014-2015							\$10,904,095
2015-2016							\$10,849,084
2016-2017	\$6,560,017	\$501,841	\$612,542	\$1,400,000	\$9,074,400	\$1,720,548	\$10,794,948
2017-2018	\$6,677,145	\$510,802	\$623,256	\$1,500,000	\$9,311,203	\$2,301,709	\$11,612,912
2018-2019	\$6,779,036	\$518,596	\$632,898	\$1,600,000	\$9,530,530	\$1,984,908	\$11,515,438
2019-2020	\$6,677,104	\$510,798	\$615,153	\$1,700,000	\$9,503,055	\$2,904,615	\$12,407,670
2020-2021	\$6,896,632	\$527,592	\$650,248	\$1,800,000	\$9,874,472	\$2,237,194	\$12,111,666
2021-2022	\$7,147,719	\$546,801	\$672,203	\$1,900,000	\$10,266,723	\$2,367,736	\$12,634,459
2022-2023	\$7,536,274	\$576,525	\$664,780	\$2,033,000	\$10,810,579	\$3,102,520	\$13,913,099
2023-2024	\$7,678,758	\$587,425	\$715,834	\$2,175,310	\$11,157,327	\$2,844,147	\$14,001,474
2024-2025	\$8,009,121	\$612,698	\$799,052	\$2,327,582	\$11,748,453	\$2,700,000	\$14,448,453
2025-2026	\$8,289,440	\$634,142	\$827,019	\$2,560,340	\$12,310,941	\$2,781,000	\$15,091,941
2026-2027	\$8,579,570	\$656,337	\$855,965	\$2,816,374	\$12,908,246	\$2,864,430	\$15,772,676
2027-2028	\$8,836,957	\$676,027	\$881,644	\$3,098,011	\$13,492,640	\$2,950,363	\$16,443,003
2028-2029	\$9,190,436	\$703,068	\$916,910	\$3,407,812	\$14,218,226	\$3,038,874	\$17,257,100

RECEIPTS AND EXPENSES

YEAR	Total Rec	Total Exp	Difference	Exp Incr	Rev Incr
2013-2014	\$10,819,771	\$10,265,556	\$554,215		
2014-2015	\$11,115,662	\$10,904,095	\$211,567	\$638,539	\$295,891
2015-2016	\$12,025,854	\$10,849,084	\$1,176,770	-\$55,011	\$910,192
2016-2017	\$11,291,203	\$10,794,948	\$496,255	-\$54,136	-\$734,651
2017-2018	\$11,096,996	\$11,612,912	-\$515,916	\$817,964	-\$194,207
2018-2019	\$10,975,811	\$11,515,438	-\$539,627	-\$97,474	-\$121,185
2019-2020	\$13,940,008	\$12,407,670	\$1,532,338	\$892,232	\$2,964,197
2020-2021	\$12,274,478	\$12,111,666	\$162,812	-\$296,004	-\$1,665,530
2021-2022	\$12,064,534	\$12,634,459	-\$569,925	\$522,793	-\$209,944
2022-2023	\$14,123,401	\$13,913,093	\$210,308	\$1,278,634	\$2,058,867
2023-2024	\$15,000,347	\$14,001,474	\$998,873	\$88,381	\$876,946
2024-2025	\$16,110,894	\$14,448,453	\$1,662,441	\$446,979	\$1,110,547
2025-2026	\$14,953,087	\$15,091,941	-\$138,854	\$643,489	-\$1,157,807
2026-2027	\$14,713,131	\$15,772,676	-\$1,059,546	\$680,735	-\$239,956
2027-2028	\$14,938,004	\$16,443,003	-\$1,504,999	\$670,326	\$224,873
2028-2029	\$15,162,878	\$17,257,100	-\$2,094,222	\$814,097	\$224,873

2025-2026 BUDGET

TAX REQUEST INFORMATION				
	2025-2026	2024-2025	2023-2024	2022-2023
General	\$9,904,041	\$9,304,897	\$9,005,939	\$8,400,000
Bond	\$1,919,192		\$1,780,970	\$1,550,000
Bond		\$1,919,192	\$571,238	\$425,000
Building	\$454,545	\$449,495	\$297,980	\$325,000
QCPUF	\$282,828	\$282,828		
TOTAL	\$12,560,606	\$11,956,412	\$11,656,127	\$10,700,000

LEVY INFORMATION				
FUND	2025-2026	2024-2025	2023-2024	2022-2023
General	\$0.872046	\$0.918792	\$0.9861	\$1.0109
Bond			\$0.2315	\$0.2242
Bond	\$0.210885	\$0.224200	0.189435	0.167824
Building	\$0.040022	\$0.054358	\$0.0326	\$0.0356
QCPUF	\$0.02490	\$0.02793		
TOTAL	\$1.147856	\$1.225277	\$1.4396	\$1.4385

BUDGET INFORMATION				
	2025-2026	2024-2025	2023-2024	2022-2023
General	\$17,848,007	\$17,968,000	\$16,677,426	\$15,984,711
Depreciation	\$2,201,755	\$2,042,565	\$1,944,440	\$1,586,990
Employee Ben	\$28,743	\$28,203	\$20,502	\$19,769
Contingency				
Activities	\$998,149	\$807,818	\$918,250	\$758,072
Nutrition	\$1,006,704	\$1,061,200	\$1,112,831	\$1,117,921
Bond	\$4,917,789	\$3,035,048	\$2,351,660	\$2,364,544
Building	\$751,286	\$3,542,408	\$13,198,763	\$24,960,806
QCPUF	\$304,090	\$783,000		
Student Fee	\$10,807	\$11,006	\$15,000	
TOTAL	\$28,067,330	\$29,279,248	\$36,238,872	\$46,792,813

Total Expenses					
	2025-2026	2023-2024	2022-2023	2021-2022	2020-2021
General	\$0	\$14,001,474	\$13,913,093	\$12,634,471	\$12,111,652
Depreciation	\$0	\$0	\$380,298	\$192,870	\$476,616
Employee Ben	\$0	\$9,823	\$10,855	\$10,888	\$11,488
Contingency					
Activities			\$474,484	\$508,338	\$404,808
Nutrition	\$0	\$991,419	\$640,295	\$587,176	\$681,928
Bond	\$0	\$1,527,340		\$517,061	\$512,765
Building	\$0	\$11,839,200	\$12,350,031	\$2,609,913	\$164,840
QCPUF	\$0	\$1,931,953			
Student Fees			\$4,376	\$22,223	13390
TOTAL	\$0	\$30,301,209	\$27,773,432	\$17,082,940	\$14,377,487

JOINT PUBLIC HEARING

Prior Year Non-Bond Property Tax Request			(1)	\$	9,754,392.00
<i>(Total Personal and Real Property Tax Required for All Other Purposes from prior year budget - Cover Page)</i>					
Base Limitation Percentage Increase (2%)			2.00	%	(2)
Real Growth Percentage Increase					
5,419,867.00	/	1,012,731,521.00	=	0.54	% (3)
2025 Real Growth Value per Assessor		Prior Year Total Real Property Valuation per Assessor			
Total Allowable Growth Percentage Increase (Line 2 + Line 3)			(4)		2.54 %
Allowable Dollar Amount of Increase to Property Tax Request (Line 1 x Line 4)			(5)	\$	247,761.56
TOTAL PROPERTY TAX REQUEST (Line 1 + Line 5)			(6)	\$	10,002,153.56
<i>(Without needing to attend Joint Public Hearing, or be included on postcard notification)</i>					
ACTUAL PROPERTY TAX REQUEST					
2025-2026 ACTUAL Non-Bond Property Tax Request			(7)	\$	10,358,586.00

9. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION REGARDING AN ADDITION TO THE APPROVED 2025-26 CLASSIFIED STAFF HANDBOOK**

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. Classified employees will be awarded half of their leave benefits on August 1st of each school year and the second half of the balance will be awarded on January 1st. All leave benefits shall be prorated based upon work schedule and date of hire. 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

(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

10. **AREA MEMBERSHIP MEETING IN NORTH PLATTE REGISTRATION**

11. **AGENDA SETTING AND FUTURE MEETINGS**

Sept 8th, 2025- 7pm Special Meeting on GALLUP
Sept 15, 2025- 7pm Regular Board of Education Meeting

12. **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.