

Board of Education Regular Meeting  
Thursday, August 9, 2018 8:00 PM

Board Room  
1301 Centennial Avenue  
Utica, NE 68456-0187

## **Agenda**

1. MEETING CALL TO ORDER
  1. Reading of Public Meeting Notice
    1. Open Meetings Act
  2. Roll Call
  3. Pledge of Allegiance
  4. Consent Agenda
    1. Additions/Deletions and Agenda Approval
    2. Consider Minutes of Previous Meeting(s) and Their Approval
    3. Consider Current Bills and Their Approval
    4. Consider Activity Accounts and Treasurer's Report
  5. Introduction of Guests; Invite Comments
2. OLD BUSINESS
3. NEW BUSINESS
  1. ANNOUNCE NASB AREA MEMBERSHIP MEETING
  2. TEACHER ASSIGNMENTS
  3. EXTRA DUTY ASSIGNMENTS FOR THE 2018-19 SCHOOL YEAR
  4. CONSIDER APPROVAL OF POLICY 3003.1 BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR RELATED PROJECTS FINANCED WITH FEDERAL FUNDS, 3004 GENERAL PURCHASING AND PROCUREMENT, AND 3004.1 FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS
  5. BUDGET REVIEW
  6. STUDENT AND STAFF RECOGNITION
  7. BOARD MEMBER REPORTS
  8. ADMINISTRATOR'S REPORTS
4. ADJOURN

# CENTENNIAL PUBLIC SCHOOL

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

Tim DeWaard  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
Activities Director

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Kris Elmshaeuser  
Special Services

## CENTENNIAL BOARD OF EDUCATION REGULAR MEETING July 9, 2018

Notice of meeting was published in York News Times on June 30, 2018.

Meeting was called to order at 8:10 p.m. with all board members present. Administrator present was Mr. DeWaard. Guests were Preston Stuhr, Dale Kaliff, Garry Dittmar and Sharon Powell.

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

Motion made by Avery, seconded by Heine, to reaffirm Parental Involvement Policy in its present form. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Heine, seconded by Tonniges, to approve the revision to Student Fees Policy. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Heine, to approve the milk bid from Hiland. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Heine, seconded by Tonniges, to approve the fuel bid from Central Valley Ag. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by Cast, to approve KSB School Law Firm as the school attorneys. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Richters, seconded by Tonniges, to approve board goals as presented. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Cast, seconded by Avery, to approve Policies 3048 Communicable Disease; 3049 Drones and Unmanned Aircraft; 3050 Technology in the Classroom; 6036 Reading Instruction and Intervention Services; and delete policies 4047 Implementation of Student Assistance Team and 5027 Sexual Harassment of students by other students. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Heine, seconded by Tonniges, to review Policies 5054 Student Bullying and 5001 Compulsory Attendance and Excessive Absenteeism and to revise 5054 Student Bullying Policy. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Cast, seconded by Heine, to approve to revise policies 2002 Organization of the Board; 2006 Complaint Procedure; 2007 Reimbursement and Miscellaneous Expenses; 2013 Board Ethics; 3020 Copyright Compliance; 3022 Volunteers; 3023 Record Management and Retention; 3025 Returned and Outstanding Checks; 3040 School Safety and Security; 3047 Data Breach Response; 4012 Staff Internet and Computer Use; 4014 Employment-Related Sexual Harassment; 5008 Pregnant or Parenting Students; 5017 Routine Directory Information; 5026 Discrimination and Sexual Harassment of Students; 5035 Student Discipline; 5037 Student Internet and Computer Access; 5057 District Title I Parent and Family Engagement; 6021 District Criteria for Selecting Evaluators to be used for Special Education Evaluation and Verification and Independent Educational Evaluations; 6027 Field Trips; 6031 Emergency Exclusion. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges for. Motion carried 6-0.

Motion made by Cast, seconded by Paxson, to approve to buy a pump for chemicals to breakdown grease at a cost of \$300 per request from the Village of Utica. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Budget review session was set for July 30<sup>th</sup> at 8:00 p.m.

The Board commended Lilly Cast, Wyatt Collingham and Reece Foreman for placing at State Track. Also to Jan Buss for being honored with a Presidential Award for Excellence in Mathematics and Science Teaching.

Heard board member reports.

Heard Superintendent's report.

Meeting adjourned at 10:15 p.m.

Jason Richters, Secretary  
Centennial Board of Education

JR:mr

# CENTENNIAL PUBLIC SCHOOL

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

Tim DeWaard  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
Activities Director

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Kris Elmshaeuser  
Special Services

CENTENNIAL BOARD OF EDUCATION  
Special Hearing  
Parent and Guardian Involvement in Education Policy  
July 9, 2018

Notice of special meeting was published in the York News Times on June 30, 2018.

Meeting was called to order at 8:00 p.m. with all board members present. Administrator present was Mr. DeWaard. Guests were Preston Stuhr, Dale Kaliff, Garry Dittmar, Sharon Powell.

Acknowledged the purpose of the meeting was to invite public comments and suggestions for improvements to the Parent and Guardian Involvement in Education Practices Policy.

Meeting adjourned at 8:04 p.m.

Jason Richters, Secretary  
Centennial Board of Education

JR:mr

# CENTENNIAL PUBLIC SCHOOL

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

Tim DeWaard  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
Activities Director

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Kris Elmshaeuser  
Special Services

## CENTENNIAL BOARD OF EDUCATION

Special Hearing  
Student Fees Policy  
July 9, 2018

Notice of special meeting was published in the York News Times on June 30, 2018.

Meeting was called to order at 8:05 p.m. with all board members present. Administrator present was Mr. DeWaard. Guests were Preston Stuhr, Dale Kaliff, Garry Dittmar and Sharon Powell.

Acknowledged the purpose of the meeting was to invite public comments and suggestions for improvements to the Student Fees Policy.

Meeting adjourned at 8:10 p.m.

Jason Richters, Secretary  
Centennial Board of Education

JR:mr

# CENTENNIAL PUBLIC SCHOOL

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

Tim DeWaard  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
Activities Director

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Kris Elmshaeuser  
Special Services

CENTENNIAL BOARD OF EDUCATION  
Special Meeting  
Budget Review  
July 30, 2018

Notice of special meeting was published in the York News Times on July 17, 2018.

Meeting was called to order at 8:00 p.m. with five board members present. Avery was absent. Administrator present was Mr. DeWaard. Guest was Preston Stuhr.

The purpose of the meeting was to conduct a budget work session.

Meeting adjourned at 10:12 p.m.

Jason Richters, Secretary  
Centennial Board of Education

JR:mr

**Board Report for Newspaper**  
AUGUST 2018

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
ADVANCED OFFICE AUTO	SUPPLIES/RISOGRAPH	164.16
ALPHA REHABILITATION	THERAPY SERVICES	380.29
AMAZON.COM	TEXTBOOKS	349.99
AUTO VALUE PARTS STORES	PARTS/SUPPLIES	507.92
AWARDS UNLIMITED	SUPPLIES	15.00
BARJENBRUCH, CRAIG	REIMBURSEMENT	21.00
BARTH, BARBARA	TeamMates	420.00
BEAVER HARDWARE	PARTS	214.65
BLACK HILLS ENERGY	FUEL	835.09
BOOTH, KENNETH	REIMBURSEMENT	51.66
CAPITOL ONE COMMERCIAL	SUPPLIES	248.46
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	1,916.77
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	3,995.05
CENTRAL VALLEY AG	FUEL	655.52
CHRISMAN, DANA	REIMBURSEMENT	86.43
COMPUTER HARDWARE, INC	COMPUTER HARDWARE	4,118.40
CORNERSTONES OF CARE	REGISTRATION	1,500.00
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	1,488.77
CULLIGAN OF CRETE	SUPPLIES	141.75
DAIKIN APPLIED	MAINTENANCE	1,118.08
DAS STATE ACCOUNTING	TELEPHONE	234.93
DAVID CITY PUBLIC SCHOOLS	PSYCH SERVICES	4,757.23
EASY TIME CLOCK, INC	FEES	35.00
EDUCATIONAL SERVICE UNIT #4	WORKSHOP	250.00
EGAN SUPPLY CO	SUPPLIES	6,198.41
ESU #6	CONTRACTED SERVICES/SUPPLIES	16,050.55
FASTENAL COMPANY	SUPPLIES	89.37
GENERAL FIRE-SAFETY	ALARM INSPECTION	1,280.80
H&S PLUMBING & HEATING	REPAIR/MAIN/EQUIP	485.14
HAMPTON INN	LODGING	1,264.45
HOUCHEM BINDERY LTD	TEXTBOOKS	42.00
INSIGHT PUBLIC SECTOR, INC	COMPUTER HARDWARE	27,714.00
J.W. PEPPER & SON, INC	SHEET MUSIC	168.00
JOHANSEN, ROBERT	REIMBURSEMENT	7.50
JOHNSON CONSTRUCTION	REPAIRS	298.31
KONICA MINOLTA BUSINESS SOLUTIONS	EQUIP MAIN	1,666.57
KRATOCHVIL, RANAY	REIMBURSEMENT	520.00
KSB SCHOOL LAW	LEGAL SERVICE	3,349.00
LIEDTKE, BONITA	REIMBURSEMENT	520.00
MATHESON TRI-GAS INC	SUPPLIES	143.94
MCCORMICK'S HEATING & AIR CONDITIONING	MAINTENCE	3,556.82
MEAD LUMBER - YORK	SUPPLIES	489.55
MEININGER FIRE PROTECTION, INC	REPAIRS	525.00
MEMORIAL HEALTH CARE SYSTEMS	PHYSICALS	428.00

**Board Report for Newspaper**  
AUGUST 2018

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
MOGEE, WILLIAM	REIMBURSEMENT	65.00
NAPA AUTO PARTS	PARTS	175.41
NATIONAL ART & SCHOOL SUPPLIES, INC	SUPPLIES	1,680.14
NE COUNCIL OF SCHOOL ADMIN	FEES	780.00
NEBRASKA CENTRAL EQUIPMENT, INC	SUPPLIES	535.67
NEBRASKA SAFETY CENTER	OTHER EXP	9,335.00
NETWORKFLEET, INC	SERVICES	18.95
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	12,926.79
O'REILLY AUTOMOTIVE INC	PARTS	35.81
OUTDOOR RECREATION PRODUCTS	EQUIP	950.15
PAPER TIGER SHREDDING	SERVICES	61.50
PAYFLEX	FEES	108.90
PITSCO	SUPPLIES	199.00
POSTMASTER	STAMPS	1,000.00
POTTER REPAIR	REPAIRS	944.33
PRESTO-X CO	EXT FEE	107.00
PYRAMID SCHOOL PRODUCTS	SUPPLIES	4,106.10
RECYCLING ENTERPRISES OF NE, INC	RECYCLING	55.00
SCENARIO LEARNING, LLC	SERVICES	1,225.00
SCHOOL SPECIALTY, INC	SUPPLIES	2,271.80
SEWARD COUNTY INDEPENDENT	PERIODICALS/ADV/PRINTING	315.00
SOUTH NEBRASKA CONFERENCE	REIMBURSEMENT	1,000.00
STUHR MUSEUM EDUCATION DEPT	FEES	116.00
SUPPLYWORKS	SUPPLIES	574.76
TRUCK CENTER COMPANIES	PARTS	3,303.37
UNITE PRIVATE NETWORKS, LLC	LEASE	624.05
UTICA PARTS & SERVICE	REPAIRS	25.38
VERIZON WIRELESS	CELL PHONE	238.88
VILLAGE OF UTICA	WATER/SEWER	1,256.57
VOLZKE CORP	SUPPLIES	13.50
WALMART COMMUNITY/SYNC	SUPPLIES	25.89
WARM, MOLLY	REIMBURSEMENT	31.89
WIEMER, JODY	REIMBURSEMENT	520.00
WINDSTREAM	TELEPHONE	656.89
WRIGHT, MICHAEL	REIMBURSEMENT	440.13
YAMBER, DANA	REIMBURSEMENT	228.00
YORK NEWS TIMES	ADV/PRINTING	89.88
YORK PRINTING COMPANY	SUPPLIES/PRINTING	380.00
	<b>Fund Total:</b>	<b>134,725.30</b>
	<b>Checking Account Total:</b>	<b>134,725.30</b>

August 9, 2018

**BUILDING FUND**

CBS Constructors	\$27,700.00
Midwest Door & Hardware	6,042.00
Floors Inc	86,366.70
Floors inc	9,596.30
Kings's Glass	10,606.00
Siemens	12,276.00
Weathercraft of Lincoln	24,057.00
<b>Total</b>	<b>\$176,644.00</b>

**Qualified Cap Fund**

Weathercraft of Lincoln	\$55,000.00
-------------------------	-------------

July 31, 2018

	July 1 Balance	Received	Expenditures	Aug. 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	\$8,316.82		\$869.35	\$7,447.47
BAND TRIP	\$2,133.35			\$2,133.35
BOOSTER CLUB	\$0.00			\$0.00
BOYS BASKETBALL	\$344.74	\$350.00	\$753.47	-\$58.73
BRONCO STORE	\$982.04	\$21.60		\$1,003.64
C CLUB	\$419.02			\$419.02
CLASS '17	\$0.00			\$0.00
CLASS '18	\$100.90			\$100.90
CLASS '19	\$1,360.63			\$1,360.63
CLASS '20	\$1,600.20			\$1,600.20
CLASS '21	\$345.15			\$345.15
CONC. MAN.	\$0.00			\$0.00
CONCESSIONS	\$38,266.58			\$38,266.58
CROSS COUNTRY	\$151.53			\$151.53
DANCE TEAM	\$923.78	\$1,895.00	\$639.00	\$2,179.78
DIST. EVENTS	\$9,996.38			\$9,996.38
DRAMA	\$10,544.30			\$10,544.30
FBLA	\$6,694.76			\$6,694.76
FCA	-\$39.95			-\$39.95
FCCLA	\$3,574.97			\$3,574.97
FFA	\$5,819.73		\$1,095.38	\$4,724.35
FOOTBALL	\$564.22		\$165.36	\$398.86
GENERAL	\$7,932.63	\$89,993.45	\$69,031.82	\$8,894.26
GIRLS BASKETBALL	\$1,088.73	\$275.00	\$539.85	\$823.88
GOLF	\$10.22			\$10.22
INSTR.	-\$3,277.05			-\$3,277.05
JH GIRLS B-BALL	\$1,827.65			\$1,827.65
JH TRACK	\$30.90			\$30.90
JH YEARBOOK	-\$52.77			-\$52.77
LIBRARY	\$852.46			\$852.46
MAT GIRL	\$366.81			\$366.81
NHS	\$40.10			\$40.10
ONE ACT	-\$25.54			-\$25.54
QUIZ BOWL	\$445.42			\$445.42
SCIENCE	\$390.81			\$390.81
SHOP/TECH	\$2,025.68			\$2,025.68
SHOW CHOIR	-\$1,001.00			-\$1,001.00
SOFTBALL	\$3,367.50			\$3,367.50
SPANISH CLUB	\$0.00			\$0.00
SPEECH	-\$399.50			-\$399.50
ST. COUN.	\$190.77	\$76.65	\$378.65	-\$111.23
STUDENT FEES	\$0.00			\$0.00
TRACK	\$132.89			\$132.89
VOCAL	-\$1,979.35			-\$1,979.35
VOLLEYBALL	\$3,405.02			\$3,405.02
WRESTLING	\$2,659.82			\$2,659.82
WT. ROOM	\$7,555.16			\$7,555.16
YEARBOOK	-\$23,777.46			-\$23,777.46
	<b>\$93,913.12</b>	<b>\$72,611.70</b>	<b>\$73,472.88</b>	<b>\$93,051.94</b>
CENTENNIAL BANK BALANCE				\$96,057.80
OUTSTANDING CHECKS				\$3,005.86
OUTSTANDING DEPOSITS				
		<b>Total</b>		<b>\$93,051.94</b>

Year To Date

	Sept. 1, 2017 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$15.50	\$15.50	\$4.09
ATHLETICS	-\$759.78	\$78,693.28	\$70,486.03	\$7,447.47
BAND TRIP	\$10,415.09	\$34,675.83	\$42,957.57	\$2,133.35
BOOSTER CLUB	\$0.00	\$8,525.00	\$8,525.00	\$0.00
BOYS BASKETBALL	\$1,688.08	\$6,425.04	\$8,171.85	-\$58.73
BRONCO STORE	\$1,171.69	\$4,106.18	\$4,274.23	\$1,003.64
C CLUB	\$419.02	\$0.00	\$0.00	\$419.02
CLASS '17	\$28.03	\$0.00	\$28.03	\$0.00
CLASS '18	\$1,853.46	\$28.03	\$1,780.59	\$100.90
CLASS '19	\$2,857.14	\$1,650.00	\$3,146.51	\$1,360.63
CLASS '20	\$454.60	\$2,198.35	\$1,052.75	\$1,600.20
CLASS '21	\$0.00	\$549.15	\$204.00	\$345.15
CONC. MAN,	\$0.00	\$4,795.72	\$4,795.72	\$0.00
CONCESSIONS	\$39,957.82	\$57,974.08	\$59,665.32	\$38,266.58
CROSS COUNTRY	\$880.53	\$0.00	\$729.00	\$151.53
DANCE TEAM	\$3,366.72	\$5,225.54	\$6,412.50	\$2,179.76
DIST. EVENTS	\$6,596.91	\$43,276.40	\$39,876.93	\$9,996.38
DRAMA	\$9,373.20	\$4,482.75	\$3,311.65	\$10,544.30
FBLA	\$1,768.73	\$10,511.99	\$5,585.96	\$6,694.76
FCA	-\$39.95	\$0.00	\$0.00	-\$39.95
FCCLA	\$1,568.60	\$5,275.28	\$3,268.91	\$3,574.97
FFA	\$5,654.84	\$34,790.03	\$35,720.52	\$4,724.35
FOOTBALL	\$4,910.23	\$1,488.00	\$5,999.37	\$398.86
GENERAL	\$5,296.43	\$802,579.30	\$798,981.47	\$8,894.26
GIRLS BASKETBALL	\$1,376.43	\$8,996.74	\$9,549.29	\$823.88
GOLF	\$10.22	\$0.00	\$0.00	\$10.22
INSTR.	-\$3,431.67	\$5,663.91	\$5,509.29	-\$3,277.05
JH GIRLS B-BALL	\$1,813.70	\$599.50	\$585.55	\$1,827.65
JH TRACK	\$0.00	\$704.00	\$673.10	\$30.90
JH YEARBOOK	-\$52.77	\$0.00	\$0.00	-\$52.77
LIBRARY	\$830.43	\$39.02	\$16.99	\$852.46
MAT GIRL	\$374.72	\$1,476.90	\$1,484.81	\$366.81
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	-\$25.54	\$0.00	\$0.00	-\$25.54
QUIZ BOWL	\$0.00	\$445.42	\$0.00	\$445.42
SCIENCE	\$390.81	\$0.00	\$0.00	\$390.81
SHOP/TECH	\$2,025.68	\$0.00	\$0.00	\$2,025.68
SHOW CHOIR	\$591.06	\$6,054.80	\$7,646.86	-\$1,001.00
SOFTBALL	\$1,710.18	\$3,814.06	\$2,156.74	\$3,367.50
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	-\$402.50	\$484.92	\$481.92	-\$399.50
ST. COUN.	-\$137.13	\$4,733.26	\$4,707.36	-\$111.23
STUDENT FEES	\$0.00	\$0.00	\$0.00	\$0.00
TRACK	\$289.23	\$1,928.00	\$2,084.34	\$132.89
VOCAL	-\$2,820.17	\$2,657.66	\$1,816.84	-\$1,979.35
VOLLEYBALL	\$9,274.72	\$3,358.66	\$9,228.36	\$3,405.02
WRESTLING	\$1,082.29	\$1,989.69	\$412.16	\$2,659.82
WT. ROOM	\$6,392.66	\$1,900.00	\$737.50	\$7,555.16
YEARBOOK	-\$24,072.69	\$9,762.98	\$9,467.75	-\$23,777.46
	\$92,725.24	\$1,161,874.97	\$1,161,548.27	\$93,051.94
			Total	\$93,051.94

August 2018  
July 2018 Bank Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE AMOUNT	INT. REC
Lunch Fund	First Bank of Utica	Checking 180000		
			<u>\$91.56</u>	
		Total	\$91.56	
Depreciation Fund	Farmers & Merchants	MMA 436 949		
			<u>\$163,668.97</u>	\$22.39
		Total	\$163,668.97	
Unemployment Ins.	Cornerstone Bank	Certificate 613277		
	Cornerstone Bank	MMA 81190		
			\$54,307.22	
			<u>\$10,844.24</u>	\$2.91
		Total	\$65,151.46	
Building Fund	First Bank of Utica	Checking 18 064 6		
		Qualified Cap Bond 180554		
			\$382,925.31	\$167.19
			<u>\$58,141.94</u>	\$14.62
		Total	\$441,067.25	
General Fund	Farmers & Merchants	MMA 436 436		
	Farmers & Merchants	CD 71455 24mo		
	Farmers & Merchants	CD 81169		
	First Bank of Utica	CD16282		
	Cornerstone Bank	MMA 300079871		
	Cornerstone Bank	CD 613277 36mo 02/17/2020		
	Cornerstone Bank	CD 71241 16 mo 12/05/2017		
	York State, Gresham	MMA 1027291		
	York State, Gresham	CD 5204		
	York State, Gresham	CD 5215		
	First Bank of Utica	PayFlex Acct		
			\$93,082.87	\$12.24
			\$125,448.06	\$0.00
			\$122,504.78	\$0.00
			\$124,550.43	\$0.00
			\$56,556.29	\$15.18
			\$132,723.31	\$0.00
			\$131,824.05	
			\$55,820.88	\$16.36
			\$194,896.69	\$0.00
			\$131,434.28	\$0.00
			<u>\$17,265.28</u>	
		Total	\$1,186,106.92	\$43.78
First Bank of Utica	Checking 180505			
			<u>\$887,642.04</u>	\$191.86

\$2,743,728.20

Total Invested All Accounts Combined

Total amount invested at Farmers & Merchants	\$504,704.68
Total amount invested at First Bank of Utica	\$1,470,616.56
Total amount invested at Cornerstone Bank, Waco	\$386,255.11
Total amount invested at York State, Gresham	\$382,151.85
Total Invested	<u>\$2,743,728.20</u>

**CENTENNIAL JR/SR HIGH SCHOOL  
UTICA, NE  
CLASS SCHEDULE 2018 - 2019**

Colin Bargen, Principal  
Robert Fish, Counselor

Kelly Fehlhafer, Speech Path.  
Danny Tesar, Tech Coordinator

	1	2	3	4	5		6	7	8
	8:16 - 9:04	9:07 - 9:55	9:58 - 10:46	10:49 - 11:37	JR. HIGH LCH. 11:37 - 12:07	JR. HIGH 5TH 12:10 - 12:57	1:00 - 1:48	1:51 - 2:39	2:42 - 3:30
AHRENS, AUDREY	ELEM. READING	ELEM. READING	ENGLISH 7	ENGLISH 8	PLAN	LUNCH	ENGLISH 7	READING COMP. 7	ENGLISH 8
ANDERSON, ARNE	PLAN	AD. WELDING	AG LITERACY	ANIMAL SCIENCE	PLANT SCIENCE	LUNCH	BLOCK 8	AG LEADERSHIP	WELDING
ANSTINE, ALEX	SPED	SPED	SPED	SPED	LUNCH	SPED	SPED	SPED	SPED
BARGEN, JENNIFER	TRIG.	PLAN	TRIG.	COLLEGE ALGEBRA	APPLIED MATH	LUNCH	CALCULUS	COLLEGE PREP	COLLEGE ALGEBRA
BARJENBRUCH CRAIG	CONSUMER MATH	ECONOMICS	ACCOUNTING	PLAN	ECONOMICS	LUNCH	ECONOMICS	AD. ACCOUNTING	BLOCK 7
EITZMANN, BARRY	ALGEBRA II	ALGEBRA I	GEOMETRY	GEOMETRY	ALGEBRA B	LUNCH	PLAN	ALGEBRA II	GEOMETRY
GOESCH, KATIE	MATH 7	MATH 8	MATH 7	ALGEBRA A	LUNCH	MEDIA	MEDIA	MEDIA	MEDIA
HARRIS, JOSHUA	HIGH SCHOOL BAND	PLAN	ELEM.	ELEM.	LUNCH	J.H. BAND	ELEM.	ELEM.	ELEM.
HESER, KELLY	ART I	YEARBOOK	ART I	ART III	LUNCH	LUNCH DUTY	PLAN	BLOCK 8	BLOCK 7
JOHANSEN, ROBERT	VIDEO EDITING	MACH/WOODS	CONSTRUCTION	CAD	MACH/WOODS	LUNCH	BLOCK 8	PLAN	BLOCK 7
KLANECKY, EVAN	P.E. 8	PHYSICAL CONDITIONING	PHYSICAL CONDITIONING	P.E. 7	P.E. 9	LUNCH	PHYSICAL CONDITIONING	PHYSICAL CONDITIONING	PLAN
KLANECKY, NICOLE	LIFE SKILLS	LIFE SKILLS	LIFE SKILLS	ALGEBRA A	PLAN	LIFE SKILLS	LIFE SKILLS	LANGUAGE B	READING COMP
ORTMEIER, MARK	SCIENCE 7	SCIENCE 7	SCIENCE 8	SCIENCE 8	LUNCH	PLAN	ELEM. P.E.	SCIENCE 6	SCIENCE 5
PANKOKE, LEAH	INFO. TECH. I	PLAN	INFO. TECH. I	INFO. TECH. II	INFO. TECH.	LUNCH	BLOCK 8	BLOCK 8	KEYBOARDING 7
PAYNE, PHILLIP	WORLD HISTORY	S.S. 7	S.S. 8	WORLD HISTORY	PLAN	LUNCH	S.S. 7	WORLD HISTORY	S.S. 8
PETERSEN, EMILY	SPANISH I	PLAN	SPANISH IV	SPANISH I	SPANISH II	LUNCH	SPANISH II	SPANISH I	SPANISH III
RICKERT, ASHLEE	ENGLISH 10	PLAN	ENGLISH 10	SPEECH	ENGLISH 10	LUNCH	ENGLISH 11	ENGLISH 11	ENGLISH 11
RICKERT, BENJAMIN	PLAN	VOCAL	ELEM.	ELEM.	LUNCH	J.H. VOCAL	ELEM.	ELEM.	ELEM.
SAMS, BRIAN	PHYSICS	CHEMISTRY II	PHYSICAL SCIENCE	PHYSICS	CHEMISTRY	LUNCH	PHYSICAL SCIENCE	PLAN	CHEMISTRY
SAUNDERS, RACHEL	PLAN	ENGLISH 12	ENGLISH 12A	ENGLISH 12	AD. ENGLISH	LUNCH	ENGLISH 9	AD. ENGLISH	ENGLISH 9
SCHOLL, CAMERON	SPED	SPED	SPED	SPED	SPED	LUNCH	SPED	SPED	SPED
SMITH, ABBY	FOODS	FCS	FCS	NUTRITION	PLAN	LUNCH	BLOCK 8	FCS 7	FOODS
VANDELOO, PAM	STUDY HALL	STUDY HALL	STUDY HALL	STUDY HALL	LUNCH	JH. STUDY HALL	STUDY HALL	STUDY HALL	STUDY HALL
VOSSLER, REBECCA	COLLEGE CHEMISTRY	BIOLOGY	SCIENCE STANDARDS	ANATOMY	AD. BIOLOGY	LUNCH	BIOLOGY	PLAN	BIOLOGY
WAGNER, JENNY	P.E. 8	AD	ELEM. TECH	P.E. 7	P.E. 9	LUNCH	PLAN	AD	AD
WARREN, JOSH	AM. GOVT.	AM. HISTORY	PLAN	AM. GOVT.	AM. GOVT.	LUNCH	PSYCHOLOGY	AM. HISTORY	AM. HISTORY

Centennial Elementary Teaching Assignments  
2018-2019

Preschool - Emily Luebbe, Ashley Warren

Kindergarten - Bridget Heine, Molly Warm

1st Grade - Dana Chrisman, Danae Soliz

2nd Grade - Jarrett Fowler, Molly Pracheil

3rd Grade - Crystal Jorgensen, Jared Zysset

4th Grade - Jan Buss, Kaylee Hanway

5th Grade - Jordan Barjenbruch, Liz Morenzoni

6th Grade - Julie Dey

Title I - Linda Rafert

4-6 Special Education - Alex Anstine

K-3 Special Education - Michelle Lichti

K, 2-6 PE, 6th Math - Jake Polk

K-6 Speech Pathologist - Kelly Fehlhafer

6th Reading - Audrey Miller

1st PE, 6th Science - Mark Ortmeier

Vocal Music - Ben Rickert

## Centennial Extra Duty Assignments 2018-19

**Activities Director:** Jenny Wagner  
**Athletic Trainer:** Jayson Brueggemann  
**Concessions:** TBA

**Head Football:** Evan Klanecky  
**Asst. Football:** Craig Barjenbruch  
**Asst. Football:** Josh Warren  
**Asst. Football:** Barry Eitzmann  
**Head JH Football:** Phil Payne  
**Asst. JH Football:** Stan Erks  
**Asst. JH Football:** Ben Rickert

**Head Volleyball:** Alex Anstine  
**Asst. Volleyball:** Kaylee Hanway  
**Asst. Volleyball:** TBA  
**Co-Head JH Volleyball:** Danae Soliz  
**Co-Head JH Volleyball:** Audrey Ahrens

**Head Softball:** Jake Polk  
**Asst. Softball:** Abby Smith

**Head Cross Country:** Rob Johansen  
**Asst. Cross Country:** Gail Dishman

**Head Wrestling:** Phil Payne  
**Asst. Wrestling:** TBA  
**Head JH Wrestling:** TBA  
**Asst. JH Wrestling:** TBA

**Head Girls Basketball:** Jacob Polk  
**Asst. Girls Basketball:** Mark Ortmeier  
**Asst. Girls Basketball:** TBA  
**8<sup>th</sup> Girls Basketball:** Ben Rickert  
**7<sup>th</sup> Girls Basketball:** TBA

**Head Boys Basketball:** Cam Scholl  
**Asst. Boys Basketball:** Craig Barjenbruch  
**Asst. Boys Basketball:** Josh Warren  
**8<sup>th</sup> Boys Basketball:** Barry Eitzmann  
**7<sup>th</sup> Boys Basketball:** Joshua Harris

**Junior Class:** Jen Bergen  
**Junior Class:** Josh Warren

**Head Track:** Rob Johansen  
**Asst. Track:** Ben Rickert  
**Asst. Track:** Leah Pankoke  
**Asst. Track:** Jake Polk  
**Asst. Track:** Carson Farr  
**Head JH Boys Track:** Mark Ortmeier  
**Asst. JH Boys Track:** Evan Klanecky  
**Head JH Girls Track:** Jennifer Bergen  
**Asst. JH Girls Track:** TBA

**Head Golf:** Bob Fish

**Vocal Music:** Ben Rickert  
**Instrumental Music:** Joshua Harris

**Student Council:** Emily Petersen &  
Rebecca Vossler

**FCCLA:** Abby Smith

**Academic Sponsor:** Rebecca Vossler

**FFA:** Arne Anderson

**FBLA:** Craig Barjenbruch

**Drama:** Jarrett Fowler, TBA,  
Crystal Jorgensen, & Ben Rickert

**Annual:** Kelly Heser

**Speech:** Emily Petersen

**Cheer/Dance:** Leah Pankoke & Katrina  
Zekulin



**3003.1**  
**Bidding for Construction, Remodeling, Repair, or Related Projects**  
**Financed with Federal Funds**

**I. Applicability of the Policy**

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

**II. All projects undertaken pursuant to this policy will be subject to the following bond requirements**

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided

for in the contract.

### **III. Construction Projects with an Anticipated Cost of Under \$250,000**

#### **A. Methods of Bidding/Soliciting Quotations or Estimates**

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

#### **B. Construction Projects with an estimated cost of \$100,000 and over will be made pursuant to the District's Policy on Bid Letting and Contracts.**

### **IV. Construction Projects with an Anticipated Cost Over \$250,000**

#### **A. Sealed Bids: All constructions projects subject to this policy**

**with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method**

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
  - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
  - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
  - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

**B. Advertising for Bids.**

1. The superintendent or designee will arrange to advertise for

bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

### **C. Bid Documents**

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and

select a vendor within 30 days of bid submission.

**D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.**

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

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

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

**3004**  
**General Purchasing and Procurement**

**I. Applicability of this policy.**

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

**II. General Purchasing Policy**

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

**III. Building-Specific Purchasing**

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

#### IV. **Purchasing Procedures**

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

- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

**V. Relations with Vendors**

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

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

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

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

## **3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds**

### **I. Applicability of Policy**

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

### **II. Procurement System**

The District maintains the following purchasing procedures.

#### **A. Responsibility for Purchasing**

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

## **B. Methods of Purchasing**

The type of purchase procedures required depends on the cost of the item(s) being purchased.

### **1. Purchases up to \$10,000 (Micro-Purchases)**

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

### **2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)**

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

#### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

#### **4. Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The item is available only from a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

#### **C. Use of Purchase (Debit & Credit) Cards**

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

#### **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

## **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

## **F. Settlements of Issues Arising Out of Procurements**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **III. Conflict of Interest and Code of Conduct**

**A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.**

**B. Purchases covered by this policy are subject to the following additional provisions.**

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### **C. Favors and Gifts**

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

### **D. Enforcement**

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

## **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and

11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

#### **D. Physical Inventory**

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

#### **E. Maintenance**

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

#### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

#### **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

#### **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding

agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

## **V. Other Contract Matters.**

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

### **B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

### **C. Record Keeping**

#### **1. Record Retention**

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

## **2. Maintenance of Procurement Records**

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

## **D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

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

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

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

**Secondary Principal's Report**  
**August 9, 2018**

1. **New Teacher Orientation will be tomorrow...**
  - 4 new secondary teachers will meet with Mr. Tesar, Mrs. Breitkreutz, office staff, custodial staff, library staff, etc.
  
2. **FB, SB, VB, & XC all were able to start practicing on Monday, 8/6...**
  
3. **Staff will officially report back Monday and we will be welcoming back students on Wednesday, 8/15/18...**
  
4. **7<sup>th</sup> & 9<sup>th</sup> Grade Orientations, our 1-to-1 Deployment, and Open House are Monday night...**
  - **Burgers and hotdogs will be served from 6:00-8:00 p.m.**
    - o 6:15PM --- 7th Grade Orientation (auditorium)
    - o 7:00PM --- 1-to-1 Deployment (auditorium)
    - o 8:00PM --- 9th Grade Orientation (auditorium)

**Elementary Principal  
Board Report  
August 9, 2018**

My family and I are excited to be a part of Centennial Public School and I want to thank the board for the opportunity to serve as elementary principal.

1. First day Fun! ‘Out of this World’
2. Student Info
  - a. 195 elementary students
  - b. 47 preschool
  - c. 13 transferred out, 8 new so far
3. BIST - Behavior Intervention Support Team
4. Goals/Objectives for the 18/19 school year
  - a. School
  - b. Personal
5. Mission Monday/ Rally Friday
6. Student Leadership/ Special Olympics - Unified Champion Schools

## SUPERINTENDENT'S REPORT

August 9, 2018

1. The custodial staff have again done a great job. I receive many compliments about how good the school looks and most people can't believe how old it is. Please thank the custodians when you see them.
2. Our new teachers will report on Friday, August 10<sup>th</sup> for meetings and the rest of the staff report Monday, August 13<sup>th</sup>. School is scheduled to begin on Wednesday, August 15<sup>th</sup> with a 1:30 p.m. dismissal.
3. The Labor Relations Conference will be held September 5<sup>th</sup> and 6<sup>th</sup> at the Cornhusker in Lincoln. There is a pre-conference on September 5<sup>th</sup>. Please let me know if you are interested in attending.
4. It's time to start planning for the NASB State Conference in Omaha. Pre-conference sessions will be held on Wednesday, November 15<sup>th</sup> while the conference runs on Thursday and Friday, November 15<sup>th</sup> & 16<sup>th</sup>. Room reservations cannot be made until you are registered for the conference. Registration usually opens around September 12<sup>th</sup>. Please try to clear your calendars to make this conference. It is one of the best conferences of the year.
5. The Nebraska DEQ received 41 completed applications for the 2018 School Bus Rebate Program. Nebraska's Beneficiary Mitigation Plan proposed to use 25% of the state's funds from the Trust (just over \$3 million) to fund replacements of diesel school buses. The stated goal of funding 24 rebates this year was designed to expend 1/3 of the school bus replacement funds (anticipating this as the first year of a three-year program). A meeting of NDEQ management will be held on Wednesday August 8 to determine the number of rebates to be funded this year.

If needed, a lottery to determine the rebate recipients will be held beginning 9:00 am Friday, August 10, in Room 418 at the NDEQ Office in The Atrium, 1200 N Street in Lincoln. Applicants or their representatives are welcome to attend the drawing.

Each applicant school that has received a previous Clean Diesel Rebate (from NDEQ or EPA) will have one entry in the drawing, while those that have not previously received a rebate will have two entries in the drawing.

Applicant names will be drawn and placed in corresponding order (omitting duplicate draws) until the number of available rebates is reached. The remaining applicant names will be drawn and placed in order on an alternate list. If an applicant on the rebate list withdraws, funds will be offered to the next applicant on the alternate list.

All applicants will be notified of the results on Friday.

6. Back to School Night – Monday, August 13<sup>th</sup>. We will need to be ready to serve around 5:30 p.m. Thank you for your willingness to help serve.
7. We were hit by the hailstorm on Monday night, August 6<sup>th</sup>. The adjustor will be here on Wednesday and I hope that we are on our way to getting some things fixed. We can talk more about the damage at the board meeting.
8. I received the ALICAP billing statement for next year today. Total premium due will be \$124,794 which includes workers compensation, property, liability, boiler and machinery, and errors & omissions. We will receive a dividend of \$11,959 so the total amount that we will need to pay will be \$112,835. Last year we had a dividend of \$10,125 and a total amount due of \$101,716.

# **Director of Special Services**

## **Board Report**

### **August 2018**

Thank you to the board for the opportunity to work for a great schools district. I am excited to me a member of the staff and team at Centennial School District. Since assuming responsibilities at Centennial I have had the opportunity to:

1. Attend Administrator Days with fellow Administrators at Centennial and build a relationship to meet the needs of our staff and students.
2. Have met with all the special education teachers and reviewed their caseloads and needs. Also met to discuss para educator assignments along with Ken Booth and Colin Bargaen.
3. Set up meetings on August 7th with our nurse Juli Farley, Nikki Klanecky, parents and students with health care plans.
4. Held two IEP (Individualized Education Program) meetings with staff and parents to discuss appropriate programs and placements.
5. Have met with the Service Coordinator out of ESU 6 to discuss infants and toddlers in services.
6. Met with Ken Booth and Daina Cepure-Sain with the Sixpence program.
7. Attended the Teaching Strategies GOLD training at ESU 6 on August 9th along with Emily Luebbe. I will administer the program. The GOLD system is the assessment used by the state to track progress of children in Preschool and those infant and toddlers in services through Service Coordination and Early Childhood Special Education.
8. Currently we have 3 new students with disabilities transferring in to Centennial. All at the elementary level.
9. I have been busy reviewing IEP's for students, meeting staff, and learning to find my way around the building.
10. Excited to see and meet all staff and students!!