

Agenda

1. MEETING CALL TO ORDER
Speaker(s): Board President
 - 1.1. Reading of Public Meeting Notice
Speaker(s): Board President
 - 1.1.1. Open Meetings Act
Speaker(s): Board President
 - 1.2. Roll Call
Speaker(s): President Richters
 - 1.2.1. Action to Excuse Board Member(s) if Necessary
Speaker(s): President Richters
 - 1.3. Pledge of Allegiance
Speaker(s): President Richters
 - 1.4. Consent Agenda
Speaker(s): President Richters
 - 1.4.1. Consider Minutes of Previous Meeting and Their Approval
Speaker(s): Board President
 - 1.4.2. Consider General Fund and Activity Fund Bills and Their Approval
Speaker(s): Board President
 - 1.4.3. Consider Activity Accounts and Treasurer's Report
Speaker(s): Board President
 - 1.5. Public Forum
Speaker(s): Board President
 - 1.5.1. Public forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.
Speaker(s): Board President
2. ACTION ITEMS
Speaker(s): Board President
 - 2.1. DISCUSS, CONSIDER, AND TAKE ACTION TO ACCEPT RESIGNATIONS
Speaker(s): SUPT. FORD
 - 2.2. DISCUSS, CONSIDER, AND TAKE ACTION TO APPROVE NEW HIRES
Speaker(s): ADMINISTRATORS
 - 2.3. DISCUSS, CONSIDER, AND TAKE ACTION TO APPROVE THE 2022-2023 SCHOOL CALENDAR
Speaker(s): SUPT. FORD
 - 2.4. DISCUSS, CONSIDER AND TAKE ACTION TO APPROVE CLASSROOM LIGHTING BID
Speaker(s): SUPT. FORD

- 2.5. DISCUSS, CONSIDER AND TAKE ACTION TO APPROVE CLASS ROOM
CEILING TILE BID
Speaker(s): SUPT. FORD
- 2.6. DISCUSS, CONSIDER AND TAKE ACTION TO APPROVE SCHOOL
WIRELESS ACCESS POINT BID
Speaker(s): SUPT. FORD
- 2.7. DISCUSS, CONSIDER, AND TAKE ACTION TO APPROVE 2022-2023
ADMINISTRATOR CONTRACTS AND CLASSIFIED STAFF
COMPENSATION
Speaker(s): SUPT. FORD
- 2.8. DISCUSS, REVIEW, AND CONSIDER APPROVING POLICIES 4031-4061
Speaker(s): SUPT. FORD
- 3. DISCUSSION ITEMS
Speaker(s): Board President
 - 3.1. SUPERINTENDENT EVALUATION
Speaker(s): CHR. RICHTERS
 - 3.2. ADMINISTRATOR REPORTS: STRATEGIC PLANNING
 - 3.3. BOARD REPORTS - NASB BUDGET AND FINANCE WORKSHOP
Speaker(s): SUPT. FORD
 - 3.4. FACILITY PLANNING
Speaker(s): CHR. RICHTERS
- 4. ADJOURN
Speaker(s): Board President

CENTENNIAL PUBLIC SCHOOL

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

Colin Bargaen
Secondary Principal

Jenny Wagner
AD/Asst. Principal

Ken Booth
Elementary Principal

Bob Fish
Counselor

Cara Stoll
Special Services

CENTENNIAL BOARD OF EDUCATION REGULAR MEETING February 14, 2022

Notice of meeting was published in York News Times on January 21, 2022.

Meeting was called to order at 8:00 p.m. with all board members present. Administrators present were Mr. Ford, Mrs. Stoll, Mr. Booth and Mrs. Wagner. Guest was Mr. Brad Luce.

Motion made by D. Cast, seconded by J. Cast, to accept consent agenda as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Borchers, seconded by Avery, to approve the quote for textbook purchases as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by D. Cast, to appoint Seth Ford as the Federal and State Programs Representative for the 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by J. Cast, to approve policy 5005 as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Richters, seconded by Avery, to accept the resignations of Jared Zysset, Joshua Harris and Rebecca Pair with regrets and best wishes. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Richters, seconded by D. Cast, to approve the hire of Brad Luce as Elementary Principal for the 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by D. Cast, seconded by Tonniges, to update policy 3014 as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by J. Cast, to approve facility rental fees for the 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Borchers, to approve the Seward County Wellness for All Program to start the 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by D. Cast, to appoint Larry Heine, Nancy Cradick and Mark Bartholomew to the Centennial Foundation Board of Directors. Members polled; Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by D. Cast, to approve the bid for the school bus as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by D. Cast, second by Borchers, to approve the proposed addendum to the 2022-2023 Negotiated Agreement as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Avery, to approve policies 4000-4030 as presented with update to policy 4003. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by D. Cast, to approve the Superintendent's contract as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by D. Cast, to declare equipment as surplus to be sold, recycled or disposed of as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters for; Tonniges, for. Motion carried 6-0.

Heard discussion on 2022-2023 School Calendar.

Heard Administrators' reports.

Discussed summer projects.

Heard Legislative updates.

Heard discussion on Superintendent evaluation

Heard discussion on facility planning.

Heard Board reports.

Motion made by Tonniges, seconded by D. Cast, to adjourn. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Bryce Borchers, Secretary
Centennial Board of Education

BB:mr

CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue
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Utica, NE 68456-0187
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Ken Booth
Elementary Principal

Bob Fish
Counselor

Cara Stoll
Special Services

CENTENNIAL BOARD OF EDUCATION Americanism Special Meeting February 14, 2022

Notice of special meeting was published in the York News Times on January 29, 2022.

Meeting was called to order at 7:45 p.m. with five board members present. Avery was absent. Administrators present were Mr. Ford, Mr. Booth, Mrs. Stoll and Mrs. Wagner. Guest was Mr. Brad Luce.

Purpose of the meeting was to discuss and review Social Studies standards and curriculum.

Motion made by Tonniges, seconded by J. Cast, to adjourn meeting. Members polled: Avery, absent; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 5-0-1.

Bryce Borchers, Secretary
Centennial Board of Education

BB:mr

Register Report - Last month

2/1/2022 through 2/28/2022

3/4/2022

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Clr	Amount
BALANCE 1/31/2022									41,014.47
2/9/2022	Elementary	6918	Jared Zysset	Classroom supplies	General Fund	3rd grade classroom			R-18.21
2/17/2022	Elementary	884466	Kristi Scheele	Backpack Donation in me...	[BACKPACK]	donation			R160.00
2/22/2022	Elementary	6919	Studenttreasure Publis...	Fairy Tales Book for a Stu...	General Fund	5th grade book			-22.95
2/28/2022	Elementary	6920	Centennial public School	Elementary Credit Card R...	[General]	1st grade T-Shirt Order			-318.00
2/28/2022	Elementary	6921	Centennial public School	Elementary Credit Card R...	[Books]	2nd grade books			-115.76
2/1/2022 - 2/28/2022									-314.92
BALANCE 2/28/2022									40,699.55
TOTAL INFLOWS									160.00
TOTAL OUTFL...									-474.92
NET TOTAL									-314.92

**Register Report - Last month
2/1/2022 through 2/28/2022**

Date	Account	Num	Description	Memo	Category	Tag	Amount
2/1/2022	Checking	43399	Dean Hesterman	SNC BB official 2/1	[Dist. Events]		-75.00
2/1/2022	Checking	43397	Chuck Taylor	SNC BB official 2/1	[Dist. Events]		-75.00
2/1/2022	Checking	43398	Jeff Westover	SNC BB official 2/1	[Dist. Events]		-75.00
2/3/2022	Checking	43400	Luke Derowitsch	SNC BB official 2-3-22	[Dist. Events]		-150.00
2/3/2022	Checking	43401	CJ Cooper	SNC BB official 2-3-22	[Dist. Events]		-150.00
2/3/2022	Checking	43402	Lyle Ziems	SNC BB official 2-3-22	[Dist. Events]		-150.00
2/3/2022	Checking	43403	Brian Wiles	SNC BB official 2-3-22	[Dist. Events]		-150.00
2/3/2022	Checking	43404	Vern Schulte	SNC BB official 2-3-22	[Dist. Events]		-150.00
2/3/2022	Checking	43405	Chuck Gubbels	SNC BB official 2-3-22	[Dist. Events]		-150.00
2/3/2022	Checking	16843	Nikki Klanecky	Conc SNC BB 2/1	[Concessions]		385.65
2/3/2022	Checking	16844	Jenny Wagner	Gates SNC BB 2/1	[Dist. Events]		454.00
2/3/2022	Checking	16845	Alex Anstine	club VB	[Volleyball]		1,750.00
2/4/2022	Checking	43406	Sam's Club		[Dist. Events]		-142.82
					[Concessions]		-655.06
					[Bronco Coffee & Creations]		-140.88
2/4/2022	Checking	43407	CJ Cooper	SNC BB official 2-5-22	[Dist. Events]		-75.00
2/4/2022	Checking	43408	Luke Derowitsch	SNC BB official 2-5-22	[Dist. Events]		-75.00
2/4/2022	Checking	43409	Ethan Warner	SNC BB Offiical 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43410	Aaron Williams	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43411	Kirk Lott	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43412	Vern Schulte	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43413	Travis Maxon	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43414	Nate Cox	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43415	Kevin Fields	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43416	Heath Holtz	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43417	Les Franklin	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43418	Shane Smith	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43419	Jim Porter	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43420	Matt Hunt	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43421	Chuck Gubbels	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	43422	Souks Boutmahavong	SNC BB official 2-5-22	[Dist. Events]		-150.00
2/4/2022	Checking	16846	Nikki Klanecky	Conc SNC BB 2/3	[Concessions]		2,449.25
2/4/2022	Checking	16847	Jenny Wagner	Gates SNC BB 2/3	[Dist. Events]		2,872.00
2/4/2022	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-18.82
2/5/2022	Checking	43423	"The Waffleman	Waffleman Fundraiser	[Athletics]		-952.00
2/7/2022	Checking	16848	Nikki Klanecky	Conc. SNC BB 2-5-22	[Concessions]		4,533.50

2/7/2022	Checking	16849	Jenny Wagner	Gates SNC BB 2/5	[Dist. Events]		5,707.00
2/7/2022	Checking	16850	Jenny Wagner		[Athletics]		1,066.00
					[Class '24]		750.00
2/7/2022	Checking	AUTO	Square Inc	Waffleman SNC BB	[Athletics]		72.84
2/7/2022	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-34.99
2/8/2022	Checking	43424	Chris Erickson	2022-23 FB officiating scheduler fee	[Athletics]		-200.00
2/8/2022	Checking	43425	Cash	Book Fair Cash Bags	[General]		-258.00
2/8/2022	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-27.30
2/9/2022	Checking	43426	Cash-Wa Distributing	Concession Supplies	[Concessions]		-1,756.17
2/9/2022	Checking	43427	Cash-Wa Distributing	Inv P13240551/13246811 - Concession Supplies	[Concessions]		-896.50
2/10/2022	Checking	43429	Cash		[Concessions]		-475.00
					[Athletics]		-1,800.00
2/10/2022	Checking	43430	LNE Music Boosters	Show Choir Competition Lincoln Northeast	[Show Choir]		-200.00
2/10/2022	Checking	43431	Rebecca Higgins	JH BB official 2-10-22	[Athletics]		-80.00
2/10/2022	Checking	43432	Adam Benes	JH BBB official 2-10-22	[Athletics]		-80.00
2/10/2022	Checking	43433	Phil Fenton	District WR official 2/2022	[Dist. Events]		-445.00
2/10/2022	Checking	43434	Russell Walton	District WR Official 2/2022	[Dist. Events]		-375.00
2/10/2022	Checking	43435	Tyler Sarringar	District WR official Feb 2022	[Dist. Events]		-449.00
2/10/2022	Checking	43436	Travis Maresh	District WR official Feb 2022	[Dist. Events]		-369.00
2/10/2022	Checking	43437	Tobin Reinwald	JH BB official 2-12-22	[Athletics]		-160.00
2/10/2022	Checking	43438	Brenden Fowler	JH BBB official 2-12-22	[Athletics]		-160.00
2/10/2022	Checking	43439	Jayson Brueggemann	District WR Athletic Trainer	[Dist. Events]		-350.00
2/10/2022	Checking	43440	Concordia University	Science Bowl	[General]	DR	-100.00
2/10/2022	Checking	43441	Nebraska FBLA	SLC Registration	[FBLA]		-968.00
2/10/2022	Checking	43443	Nothing Bundt Cakes	Fundraiser	[Dance-Cheer]		-1,670.00
2/10/2022	Checking	43444	Nothing Bundt Cakes	Fundraiser	[Dance-Cheer]		-198.00
2/10/2022	Checking	AUTO	B2B Prime*H94RF21H3 AMSN.COM/BILL	Amazon Prime Acct for Athletics	[Athletics]		-129.00
2/11/2022	Checking	43445	Robert Wall	District Wrestling Skin Checks	[Dist. Events]		-100.00
2/11/2022	Checking	43446	Tina Gocke	District Wrestling Track Wrestling	[Dist. Events]		-500.00
2/11/2022	Checking	16851	Jenny Wagner	Gate JH BBB 2/10	[Athletics]		191.00
2/11/2022	Checking	16852	Nikki Klanecky	Conc JHBBB 2/10	[Concessions]		434.25
2/14/2022	Checking	43447	Sandy Creek Speech	Sandy Creek Speech Meet	[Speech]	DR	-35.00
2/14/2022	Checking	43448	Phil Payne	food for wrestlers - Pac N Save & Taco Bell	[Wrestling]		-103.25
2/14/2022	Checking	43449	Amazon Capital Services	Super Smash Bros. - E-Sports	[Athletics]		-99.88
2/14/2022	Checking	43450	Linda Rafert	Concessions 1/20	[Concessions]		-110.31
2/14/2022	Checking	43451	Utica Fire And Rescue	Concessions 1/22	[Concessions]		-100.00
2/14/2022	Checking	43452	Trail Life	Concessions 1/24	[Concessions]		-175.35
2/14/2022	Checking	43453	Lion's Club	Concessions 1/28	[Concessions]		-654.97
2/14/2022	Checking	43454	AGiRepair, Inc.	CB Repairs	[Chromebook Assurance]		-199.00
2/14/2022	Checking	43455	Beaver Hardware	supplies for FFA	[FFA]		-25.48

2/14/2022	Checking	43456	Capitol One	supplies	[Bronco Coffee & Creations]	-5.48
2/14/2022	Checking	43457	Fehlhafer's Inc.	freight to return musical items	[Musical]	-65.54
2/14/2022	Checking	43458	Pac N Save	supplies	[Bronco Coffee & Creations]	-50.84
2/14/2022	Checking	43459	Bronco Spur		[Concessions]	-1,128.00
					[Dance-Cheer]	-130.00
2/14/2022	Checking	43460	Chesterman Company	Acct #96564149 - pop	[Concessions]	-1,246.86
2/14/2022	Checking	43461	Pac N Save		[Concessions]	-279.91
					[Centennial Choice]	-74.10
2/14/2022	Checking	43462	Water Billboards	Invoice #8629 - cases of water	[Concessions]	-1,068.03
2/14/2022	Checking	43463	The Little Flower Company		[Girls Basketball]	-60.00
					[Boys Basketball]	-80.00
2/14/2022	Checking	43464	Nebraska Wesleyan University	Club Volleyball Tournament	[Volleyball]	-250.00
2/14/2022	Checking	43465	Seward Volleyball Club	Club VB	[Volleyball]	-250.00
2/14/2022	Checking	43466	**VOID**Hastings Tigers Club VB	NOT GOING TO TOURNEY - Club VB Tournament	[Volleyball]	0.00
2/14/2022	Checking	43467	**VOID**City Of Hastings	NOT GOING TO TOURNEY - Clbu VB Tournament	[Volleyball]	0.00
2/14/2022	Checking	43468	Image Market	Inv #462785 - JH Show Choir Shirts	[Show Choir]	-358.80
2/14/2022	Checking	AUTO	Square Inc	District WR Conc.	[Concessions]	5.51
2/14/2022	Checking	AUTO	Canva		[General]	DR -119.40
2/15/2022	Checking	43469	Rivalry	Inv P-2200002 - Senior T-shirts	[Class '22]	-448.00
2/16/2022	Checking	43470	Cash	State WR 2 wrestlers 3 coaches	[Athletics]	-515.00
2/16/2022	Checking	43471	Nothing Bundt Cakes	Fundraiser	[Dance-Cheer]	-30.00
2/16/2022	Checking	16853	Jenny Wagner	Dist. WR brackets	[Athletics]	112.00
2/16/2022	Checking	16854	Nikki Klanecky	Conc. Dist. WR 2/11	[Concessions]	2,413.45
2/16/2022	Checking	16855	Jenny Wagner	Gates Dist. WR 2/11	[Dist. Events]	5,613.00
2/16/2022	Checking	16856	Nikki Klanecky	Conc. Dist WR 2/12	[Concessions]	4,352.75
2/16/2022	Checking	16857	Jenny Wagner	Gate JHBBB 2/12	[Athletics]	402.00
2/16/2022	Checking	16858	Jenny Wagner	Gates Dist WR 2/12	[Dist. Events]	2,111.00
2/17/2022	Checking	43472	Chance Sterling	JH BBB official 2-17-22	[Athletics]	-80.00
2/17/2022	Checking	43473	Brendan Fowler	JH BBB official 2-17-22	[Athletics]	-80.00
2/17/2022	Checking	16859	Jessica Breitkreutz	Book Fair - Usborne - money bag back into account	[General]	129.00
2/17/2022	Checking	16860	Jessica Breitkreutz		[Library]	24.02
					[General]	129.00
2/18/2022	Checking	43474	Mid Plains Storm VC	Club VB	[Volleyball]	-220.00
2/18/2022	Checking	16861	Nikki Klanecky	Conc. JHBBB 2/17	[Concessions]	400.50
2/18/2022	Checking	16862	Jenny Wagner	Gate JHBBB 2/17	[Athletics]	237.00
2/21/2022	Checking	43475	Cash-Wa Distributing	Concession Supplies - Customer #995187	[Concessions]	-1,498.33
2/21/2022	Checking	43476	Elf Society - Kathy Calder	Soup Fundraiser donation to Elf Society	[St. Co.]	-150.00
2/21/2022	Checking	43477	Country Meats	Snack Sticks - PO #01072022/Order #336724	[FFA]	-354.00
2/21/2022	Checking	43478	BSN SPORTS LLC	Inv #916104586 - fleece vests	[Football]	-298.20
2/21/2022	Checking	43479	Susan Dickey	Hospitality Food	[Dist. Events]	-8.10

2/21/2022	Checking	43480	Southeastern Performance Apparel	tuxedo pant, shirt, blazers, suspenders	[Show Choir]		-445.12
2/21/2022	Checking	43481	Capital One	Hospitality Room - SNC BB & Dist. WR	[Dist. Events]		-188.23
2/21/2022	Checking	43482	GI Islanders Club Volleyball	Club Volleyball Tournament	[Volleyball]		-120.00
2/22/2022	Checking	43483	**VOID**Freeman Public School	WRONG AMOUNT - Striv GBB Sub-Districts	[Dist. Events]		0.00
2/22/2022	Checking	43484	Freeman Public School	Striv GBB Sub-Districts	[Dist. Events]		-100.00
2/22/2022	Checking	AUTO	Square Inc	Concessions 2/22	[Concessions]		5.51
2/23/2022	Checking	43485	Southern Nebraska Conference	SNC BB Tourney	[Dist. Events]		-3,394.80
2/23/2022	Checking	16863	Holly Podliska	Grant \$ National FFA Foundation	[FFA]		2,000.00
2/23/2022	Checking	16864	Alex Anstine	\$ for Sam's Club bills for supplies	[Bronco Coffee & Creations]		141.00
2/23/2022	Checking	16865	Colette Stelling	K. Fickel bill	[Dance-Cheer]		250.00
2/23/2022	Checking	16866	Alex Anstine	Club VB	[Volleyball]		2,200.00
2/23/2022	Checking	16867	Alex Anstine	\$ for Pac N Save/Walmart - supplies	[Bronco Coffee & Creations]		56.50
2/23/2022	Checking	16868	Jenny Wagner	Booster Club ck - Band Trap Set & Bells	[Athletics]		220.00
2/23/2022	Checking	16869	Colette Stelling	Booster Club ck - Yard Signs	[Dance-Cheer]		112.35
2/23/2022	Checking	16870	Rob Johansen	sale of student project in Intro To STS Class	[Shop-Tech]		20.00
2/23/2022	Checking	16871	Joshua Harris	Reeds	[Instr.]		22.50
2/23/2022	Checking	16872	Jenny Wagner		[Dist. Events]		13.32
					[General]		9.32
					[St. Co.]		14.27
2/23/2022	Checking	16873	Marge Rhodes		[General]		868.49
					[Vocal]		135.00
					[Instr.]		482.00
					[Speech]		119.00
2/23/2022	Checking	16874	Colin Bargaen	Elem. January Jeans \$	[Bronco Closet]		105.00
2/23/2022	Checking	16875	Joshua Harris	Tip money from Concessions	[Band Trip]		10.50
2/23/2022	Checking	16876	Sarah Ostmeier	Team Pic/YB sale Haberman	[Yearbook]		45.00
2/23/2022	Checking	16877	Jenny Wagner	JH WR Entry Fees	[Athletics]		750.00
2/23/2022	Checking	16878	Jenny Wagner	JH WR Entry Fees	[Athletics]		340.00
2/23/2022	Checking	16879	Jenny Wagner	Res BBB Entry Fees	[Athletics]		130.00
2/23/2022	Checking	16880	Jenny Wagner	JH BB Entry Fees	[Athletics]		40.00
2/23/2022	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-84.07
2/24/2022	Checking	43486	Centennial General Fund		[Dist. Events]		-59.98
					[Athletics]		-284.23
					[FFA]		-16.27
					[General]		-103.23
2/24/2022	Checking	43487	March Of Dimes	Donation	[FBLA]		-100.00
2/24/2022	Checking	43488	Nebraska FBLA Foundation Trust	Donation	[FBLA]		-100.00
2/24/2022	Checking	AUTO	Avtech Software Inc		[General]	DR	-99.95
2/25/2022	Checking	43489	Hastings St. Cecilia	Band Admission GBB District Finals	[Instr.]	DR	-102.00
2/25/2022	Checking	16881	Jenny Wagner	Gate bags back into acct	[Athletics]		1,800.00

2/25/2022	Checking	16882	Nikki Klanecky	Conc. bag back into acct.	[Concessions]	950.00
2/25/2022	Checking	16883	Colette Stelling	Nothing Bundt Cakes Fundraiser	[Dance-Cheer]	1,980.00
2/25/2022	Checking	16884	Nikki Klanecky	Conc. Youth WR 2/20	[Concessions]	3,337.60
2/25/2022	Checking	16885	Colette Stelling	Profit from Nothing Bundt Cakes	[Dance-Cheer]	939.40
2/25/2022	Checking	16886	Dan Tesar	L. Zimmer - lost chromebook	[Chromebook Assurance]	152.50
2/25/2022	Checking	16887	Sarah Ostmeyer	YB Sale - L. Hoffschneider ck	[Yearbook]	35.00
2/25/2022	Checking	16888	Jenny Wagner	Dist. WR shirt sales	[Athletics]	712.00
2/25/2022	Checking	16889	Jenny Wagner	Entry fees JH/JV WR, JH/Res BBB	[Athletics]	360.00
2/28/2022	Checking	43490	Aaron Dueker	D2-6 BBB Dist Final Official	[Dist. Events]	-76.00
2/28/2022	Checking	43491	Kellan Heavican	D2-6 BBB Dist Final Official	[Dist. Events]	-76.00
2/28/2022	Checking	43492	Nathaniel Wagner	D2-6 BB Dist Final Official	[Dist. Events]	-76.00
2/1/2022 - 2/28/2022						22,107.73
TOTAL INFLOWS						54,950.98
TOTAL OUTFLOWS						-32,843.25
NET TOTAL						22,107.73

Board Report for Newspaper

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
ALL COPY PRODUCTS, INC	SUPPLIES	1,706.71
ALPHA REHABILITATION	THERAPY SERVICES	384.91
AMAZON CAPITAL SERVICES	SUPPLIES	5,654.44
ARNOLD MOTOR SUPPLY	AUTO PARTS	491.95
BEAVER HARDWARE	FACILITY SUPPLIES	235.67
BGNE, INC	AUTO PARTS/SUPPLIES	197.76
BLACK HILLS ENERGY	NATURAL GAS	10,007.05
CAPITAL ONE	SUPPLIES	37.84
CAPITOL ONE TRADE CREDIT	FACILITY SUPPLIES	1,380.17
CCS PRESENTATION SYSTEMS	A/V EQUIPMENT	1,559.25
CDI DALLAS, LLC	COMPUTERS	4,885.00
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	621.53
CENTENNIAL LUNCH	TRANSFER	257.96
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	7,540.37
CENTRAL VALLEY AG	FUEL	10,578.69
CORNHUSKER CLEANING SYSTEMS, INC	TIRES/PARTS	77.83
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	209.14
CULLIGAN OF CRETE	SUPPLIES	385.50
DAS STATE ACCOUNTING	TELEPHONE	259.49
DAWSON ELECTRIC INC	ELECTRICIAN	217.85
DEY, JULIE	REIMBURSEMENT	22.58
DIETZE MUSIC HOUSE	SHEET MUSIC/EQUIP	167.33
EASY TIME CLOCK, INC	CLOUD SOFTWARE	42.00
EDUCATIONAL SERVICE UNIT #6	CONTRACTED SERVICES/SUPPLIES	375.00
EGAN SUPPLY CO	CUSTODIAL SUPPLIES	530.26
FASTENAL COMPANY	FACILITY SUPPLIES	1,209.09
FEHLHAFFER'S INC	PARTS/MAINTENANCE	185.00
GENERAL FIRE-SAFETY	ALARM INSPECTION	52.05
GRAINGER	FACILITY SUPPLIES	108.44
HIRSCHFELD, TRICIA	REIMBURSEMENT	108.79
HOME DEPOT PRO, THE	FACILITY SUPPLIES	1,759.60
HOUCHEN BINDERY LTD	TEXTBOOKS	10.95
J.W. PEPPER & SON, INC	SHEET MUSIC	45.00
JENSEN LUMBER CO	SUPPLIES	83.70
JONES SCHOOL SUPPLY	AWARDS	187.95
KIDWELL, INC	REPAIR/MAIN	1,046.12
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE	468.43
KOPCHOS SANITATION, INC	SERVICES	60.00
KSB SCHOOL LAW	LEGAL SERVICE	1,555.50
MACKIN EDUCATIONAL RESOURCES	SUPPLIES	2,068.07
MALCOLM PUBLIC SCHOOLS	DUES & FEES	75.00
MARENEM INC	SUPPLIES	113.30
MATHESON TRI-GAS INC	WELDING SUPPLIES	452.92
MEMORIAL HEALTH CARE SYSTEMS	PHYSICALS	938.00
MIDWEST ALARM SERVICES	MAINTENANCE	174.96

Board Report for Newspaper

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>	
MOSAIC AT AXTELL	TUITION	3,998.40	
NAEIR	SUPPLIES	595.00	
NASH	FEES	4,439.00	
NE COUNCIL OF SCHOOL ADMIN	FEES	140.00	
NEBRASKA CENTRAL EQUIPMENT, INC	BUS PARTS/SUPPLIES	150.06	
NETA	MEMBERSHIP	378.00	
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	9,804.58	
NORTH PRINTING & OFFICE SUPPLY	SUPPLIES	21.99	
ONE SOURCE BACKGROUND COMPANY	SERVICES	39.00	
PAC N SAVE - SEWARD	SUPPLIES	90.21	
PAC N SAVE - UTICA	FOOD/SUPPLIES	27.57	
PAIR, REBECCA	REIMBURSEMENT	9.29	
PAYFLEX	FEES	137.70	
POSTMASTER	STAMPS	580.00	
POTTER REPAIR	AUTO REPAIR	1,904.65	
PRIME SECURED	TECHNOLOGY	345.00	
PROVIDENCE WORKING CANINES	SERVICES	405.81	
PULLIAM, LAURA	REIMBURSEMENT	215.60	
RAFERT, LINDA	REIMBURSEMENT	1,111.90	
RED COUCH COUNSELING, LLC	COUNSELING	948.79	
RESOURCEFUL COMPLIANCE	SUBSCRIPTION	44.95	
RHYME UNIVERSITY	SUPPLIES	100.64	
SLACK AUTO SUPPLY	PARTS	41.72	
STAPLES BUSINESS ADVANTAGE	SUPPLIES	80.11	
TRUCK CENTER COMPANIES	BUS REPAIRS	5,325.27	
UNITE PRIVATE NETWORKS, LLC	WAN FIBER	625.43	
UTICA PARTS & SERVICE	AUTO REPAIRS/PARTS	87.80	
VERIZON CONNECT FLEET	FLEET GPS	292.38	
VERIZON WIRELESS	CELL PHONES	36.26	
VILLAGE OF UTICA	WATER/SEWER	1,474.90	
VOSS LIGHTING	MAINTENANCE SUPPLIES	1,530.78	
WASTE CONNECTIONS OF NE	TRASH REMOVAL	628.59	
WINDSTREAM	TELEPHONE/INTERNET	496.90	
YORK NEWS TIMES	ADV/PRINTING	81.31	
ZITO BUSINESS	INTERNET SERVICE	41.70	
ZITO MEDIA	COMMUNICATIONS	1,000.80	
	Fund Total:		95,761.24
	Checking Account Total:		95,761.24

SPECIAL BUILDING FUND

REGA ENGINEERING GROUP, INC	MAINTENANCE	900.00	
	Fund Total:		900.00
	Checking Account Total:		900.00

Account Balances - As of 3/4/2022

Account	3/4/2022 Balance
Bank Accounts	
Elementary	40,699.55
Reading Classic	0.00
Savings	2,987.12
TOTAL Bank Accounts	43,686.67
Liability Accounts	
BACKPACK	-27,399.73
Books	-203.84
Boxtops	-2,661.64
General	-6,766.74
Pictures	-1,461.67
Polk Grant	-4,021.40
TOTAL Liability Accounts	-42,515.02
OVERALL TOTAL	1,171.65

February 28, 2022

	Febr. 1 Balance	Received	Expenditures	Mar. 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	\$6,839.62	\$6,432.84	\$4,620.11	\$8,652.35
BAND TRIP	\$11,333.72	\$855.49		\$12,189.21
BOOSTER CLUB	\$0.00			\$0.00
BOYS BASKETBALL	\$585.04		\$160.56	\$424.48
BRONCO CLOSET	\$529.40	\$105.00		\$634.40
BRONCO COFFEE & CREATIONS	\$0.00	\$197.50	\$197.20	\$0.30
BRONCO STORE	\$3,058.40			\$3,058.40
CENTENNIAL CHOICE	\$26,456.31	\$513.79	\$74.10	\$26,896.00
CHROMEBOOK ASSURANCE	\$6,014.59	\$152.50	\$199.00	\$5,968.09
CLASS '21	\$1,497.60			\$1,497.60
CLASS '22	\$2,384.22		\$448.00	\$1,936.22
CLASS '23	\$4,209.76			\$4,209.76
CLASS '24	\$110.40	\$750.00		\$860.40
CLASS '25	\$823.00	\$133.05		\$956.05
CONC. MAN.	\$3,447.46	\$1,406.15		\$4,853.61
CONCESSIONS	\$38,514.47	\$19,267.97	\$14,630.64	\$43,151.80
CROSS COUNTRY	\$312.03			\$312.03
DANCE-CHEER	-\$1,238.38	\$3,362.31	\$2,028.00	\$95.93
DIST. EVENTS	\$16,957.06	\$18,334.38	\$10,084.93	\$25,206.51
MUSICAL	\$6,885.99		\$65.54	\$6,820.45
FBLA	\$4,973.67		\$1,168.00	\$3,805.67
FCA	\$0.00			\$0.00
FCCLA	\$1,748.85			\$1,748.85
FFA	\$32,145.83	\$2,000.00	\$395.75	\$33,750.08
FOOTBALL	\$3,321.80		\$298.20	\$3,023.60
GENERAL	\$10,814.58	\$1,135.81	\$845.78	\$11,104.63
GIRLS BASKETBALL	\$1,005.05		\$60.00	\$945.05
GOLF	\$51.76			\$51.76
INSTR.	-\$4,230.42	\$504.50	\$102.00	-\$3,827.92
JH BOYS BASKETBALL	\$18.00			\$18.00
JH GIRLS BASKETBALL	\$1,588.82			\$1,588.82
JH TRACK	\$0.00			\$0.00
JH VOLLEYBALL	\$0.00			\$0.00
JH YEARBOOK	\$0.00			\$0.00
LIBRARY	\$752.23	\$24.02		\$776.25
NHS	\$40.10			\$40.10
ONE ACT	\$528.23			\$528.23
QUIZ BOWL	\$829.77			\$829.77
SCIENCE	\$890.81			\$890.81
SHOP/TECH	\$2,034.50	\$20.00		\$2,054.50
SHOW CHOIR	-\$2,252.13		\$1,003.92	-\$3,256.05
SOFTBALL	\$225.04			\$225.04
SPANISH CLUB	\$0.00			\$0.00
SPEECH	\$159.65	\$243.11	\$35.00	\$367.76
ST. COUN.	\$1,961.80	\$14.27	\$150.00	\$1,826.07
TRACK	\$334.31			\$334.31
UNIFIED	\$155.90			\$155.90
VOCAL	-\$2,654.94	\$135.00		-\$2,519.94
VOLLEYBALL	\$2,741.46	\$3,950.00	\$840.00	\$5,851.46
WRESTLING	\$2,424.32		\$103.25	\$2,321.07
WT. ROOM	\$9,963.56			\$9,963.56
YEARBOOK	-\$2,662.66	\$80.00		-\$2,582.66
	\$195,634.67	\$59,617.69	\$37,509.96	\$217,742.40
CENTENNIAL BANK BALANCE				\$230,049.36
OUTSTANDING CHECKS				\$12,306.96
Total				\$217,742.40

Year To Date

	Sept. 1, 2021 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$0.00	\$0.00	\$4.09
ATHLETICS	\$6,422.58	\$66,729.09	\$64,499.32	\$8,652.35
BAND TRIP	\$11,333.72	\$855.49	\$0.00	\$12,189.21
BOOSTER CLUB	\$0.18	\$9,950.00	\$9,950.18	\$0.00
BOYS BASKETBALL	\$1,639.07	\$3,908.80	\$5,123.39	\$424.48
BRONCO CLOSET	\$0.00	\$815.00	\$180.60	\$634.40
BRONCO COFFEE & CREATIONS	\$0.00	\$197.50	\$197.20	\$0.30
BRONCO STORE	\$2,865.45	\$1,904.23	\$1,711.28	\$3,058.40
CENTENNIAL CHOICE	\$1,741.46	\$25,325.69	\$171.15	\$26,896.00
CHROMEBOOK ASSURANCE	\$5,554.59	\$612.50	\$199.00	\$5,968.09
CLASS '21	\$1,497.60	\$0.00	\$0.00	\$1,497.60
CLASS '22	\$2,384.22	\$0.00	\$448.00	\$1,936.22
CLASS '23	\$3,700.55	\$509.21	\$0.00	\$4,209.76
CLASS '24	\$0.00	\$860.40	\$0.00	\$860.40
CLASS '25	\$0.00	\$3,728.05	\$2,772.00	\$956.05
CONC. MAN,	\$0.00	\$4,853.61	\$0.00	\$4,853.61
CONCESSIONS	\$34,917.27	\$54,529.87	\$46,295.34	\$43,151.80
CROSS COUNTRY	\$222.03	\$90.00	\$0.00	\$312.03
DANCE-CHEER	-\$3,189.37	\$12,212.92	\$8,927.62	\$95.93
DIST. EVENTS	\$17,327.60	\$20,508.63	\$12,629.72	\$25,206.51
MUSICAL	\$9,250.99	\$0.00	\$2,430.54	\$6,820.45
FBLA	\$4,983.67	\$270.00	\$1,448.00	\$3,805.67
FCA	\$0.00	\$0.00	\$0.00	\$0.00
FCCLA	\$1,476.41	\$712.16	\$439.72	\$1,748.85
FFA	\$28,526.33	\$42,329.52	\$37,105.77	\$33,750.08
FOOTBALL	\$8,302.88	\$701.66	\$5,980.94	\$3,023.60
GENERAL	\$11,780.98	\$253,384.70	\$254,061.05	\$11,104.63
GIRLS BASKETBALL	\$1,520.15	\$1,227.06	\$1,802.16	\$945.05
GOLF	\$51.76	\$0.00	\$0.00	\$51.76
INSTR.	-\$3,509.30	\$1,505.48	\$1,824.10	-\$3,827.92
JH BOYS BASKETBALL	\$0.00	\$289.00	\$271.00	\$18.00
JH GIRLS BASKETBALL	\$1,588.82	\$0.00	\$0.00	\$1,588.82
JH TRACK	\$0.00	\$0.00	\$0.00	\$0.00
JH VOLLEYBALL	\$20.00	\$25.00	\$45.00	\$0.00
JH YEARBOOK	\$0.00	\$0.00	\$0.00	\$0.00
LIBRARY	\$754.79	\$68.21	\$46.75	\$776.25
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	\$518.23	\$646.40	\$636.40	\$528.23
QUIZ BOWL	\$829.77	\$720.00	\$720.00	\$829.77
SCIENCE	\$890.81	\$0.00	\$0.00	\$890.81
SHOP/TECH	\$0.00	\$2,265.68	\$211.18	\$2,054.50
SHOW CHOIR	-\$1,554.44	\$1,176.87	\$2,878.48	-\$3,256.05
SOFTBALL	\$282.30	\$216.00	\$273.26	\$225.04
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	\$488.65	\$243.11	\$364.00	\$367.76
ST. COUN.	\$1,773.23	\$648.47	\$595.63	\$1,826.07
TRACK	\$334.31	\$0.00	\$0.00	\$334.31
UNIFIED	\$155.90	\$0.00	\$0.00	\$155.90
VOCAL	-\$2,519.94	\$145.00	\$145.00	-\$2,519.94
VOLLEYBALL	\$2,857.79	\$5,351.63	\$2,357.96	\$5,851.46
WRESTLING	\$2,346.51	\$629.60	\$655.04	\$2,321.07
WT. ROOM	\$9,138.56	\$825.00	\$0.00	\$9,963.56
YEARBOOK	-\$4,861.80	\$2,631.00	\$351.86	-\$2,582.66
	\$161,888.50	\$523,602.54	\$467,748.64	\$217,742.40
			Total	\$217,742.40

INTEREST CKG-PUBLIC

Account Summary

Date	Description	Amount
02/01/2022	Beginning Balance	\$12,229.20
	2 Credit(s) This Period	\$686.27
	3 Debit(s) This Period	\$410.00
02/28/2022	Ending Balance	\$12,505.47

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.05%
Interest Days	28
Interest Earned	\$0.47
Interest Paid This Period	\$0.47
Interest Paid Year-to-Date	\$1.00
Minimum Balance	\$12,082.20
Average Ledger Balance	\$12,381.33

Account Activity

Post Date	Description	Debits	Credits	Balance
02/01/2022	Beginning Balance			\$12,229.20
02/11/2022	CHECK # 1253	\$147.00		\$12,082.20
02/18/2022	DEPOSIT		\$685.80	\$12,768.00
02/23/2022	CHECK # 1283	\$75.00		\$12,693.00
02/28/2022	CHECK # 1281	\$188.00		\$12,505.00
02/28/2022	INTEREST		\$0.47	\$12,505.47
02/28/2022	Ending Balance			\$12,505.47

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1253	02/11/2022	\$147.00	1283*	02/23/2022	\$75.00
1281*	02/28/2022	\$188.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
02/11/2022	\$12,082.20	02/23/2022	\$12,693.00
02/18/2022	\$12,768.00	02/28/2022	\$12,505.47

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	\$0.00	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00	\$0.00

March 2022
February 2022 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>\$56,331.79</u>	
			Total	\$56,331.79	
Depreciation Fund	Farmers & Merchants	MMA 436 949		<u>\$21,700.62</u>	\$0.00
			Total	\$21,700.62	
Unemployment Ins.	Cornerstone Bank	CD# 90917		\$58,485.81	\$0.00
	Cornerstone Bank	MMA 81190		<u>\$10,009.28</u>	<u>\$0.38</u>
			Total	\$68,495.09	\$0.38
Building Fund	First Bank of Utica	Checking 18 064 6		\$328,116.97	\$12.36
		Qualified Cap Bond 180554		\$229.77	\$0.00
		Bond Fund 180034		<u>\$419,840.60</u>	<u>\$15.47</u>
			Total	\$748,187.34	\$27.83
General Account	York State, Gresham	CD 5204		\$185,062.82	\$0.00
	First Bank of Utica	PayFlex Acct		<u>\$14,837.29</u>	
			Total	\$199,900.11	\$0.00
	First Bank of Utica	Checking 180505		<u>\$1,468,991.74</u>	\$65.85
		General Fund Total		\$1,668,891.85	
		Total Invested All Accounts Combined		<u>\$2,563,606.69</u>	

Total amount invested at Farmers & Merchants \$21,700.62
 Total amount invested at First Bank of Utica \$2,288,348.16
 Total amount invested at Cornerstone Bank, Waco \$68,495.09
 Total amount invested at York State, Gresham \$185,062.82
 Total Invested \$2,563,606.69

Public Comments:

The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for citizen participation at all regular monthly board meetings. To address the board, citizens must provide their name and address on the sign-in sheet immediately upon entering the meeting, and when called, come forward to the podium in front of the board. Citizens may speak only one time and must limit comments to five (5) minutes or less if there are several members of the public present to speak. The president may limit public comment to 30 minutes on one topic. If you are planning to speak about a personnel or student matter involving an individual, please understand that board policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a board meeting. Please remember this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated. The Board President may order persons who are disorderly to be removed from the meeting.

Centennial Public School

DRAFT 2022-2023 School Calendar

August '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FD-13 EO-1 FR 1
15

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FD-18 EO 2
20

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FD-19 FR 1
20

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FD-18
18

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FD-14
14

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FD-18
18

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FD-16 EO-2
18

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FD-17 FR 1
18

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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FD-17 FR 1
18

May '23						
Su	M	Tu	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			








FD-13 EO-1
14

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

Totals: FD-163 EO-6, FR-4
FD-6.83, 410 FR-5.83, 350 EO-4.83, 290
1113.29+28.98+23.32=1165.59

July '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Q1-44; Q2-43; Q3-44; Q4-42

-  School Closed/ Holidays
-  Teacher in-Service Day (no school for students)
-  P-T Conferences
-  First and Last Day of School (1:30 Dismissal)
-  Start/End of Quarter
-  Graduation
-  2:30pm Dismissal: Inservice



M E M O R A N D U M

The following is a description of the policies in the 4000 series.

Policy 4001. [Intentionally Left Blank].

Policy 4002. Drug Free Workplace. This policy satisfies the federal law requirement that school districts have a policy which prohibits the possession of illegal drugs and the improper use of alcohol. Federal regulations require employers to provide all employees with a copy of this policy. Be sure to either distribute copies of this policy or to reproduce it in your staff handbook.

Policy 4003. Drug Testing of Drivers. This policy satisfies the federal law requirement that school districts have a policy that requires drivers to be free from drug and alcohol abuse and that prohibits the possession of unlawful drugs on school property. It sets forth the protocol for requiring and administering testing of drivers. You should review it carefully, and update it as necessary to ensure it is consistent with the terms and procedures of your district's drug and alcohol testing program.

Policy 4004. Employment of Relatives. This policy addresses the employment of relatives, "domestic partners" and "significant others." It states that both may be employed but, as a general rule, one should not manage, supervise, or report directly to the other. This policy is not required by law and the board and the superintendent have the authority to modify the policy to fit the practice of the school district.

Policy 4005. Communication between Board and District Employees. This policy refers employees to the board's policy on chain of command for raising employment-related issues. It acknowledges that employees have the same right to communicate with the board about matters of public concern as other patrons of the district but it requires them to submit their communications about employment-related issues pursuant to the board's other policies on complaints, chain of command, grievances and the like before the employee can communicate with the board. This is proper

procedure but it will require the commitment of board members to follow it if it is to be effective.

Policy 4006. Insurance. This policy requires the district to purchase workers' compensation insurance in compliance with statutory requirements. It authorizes the board to purchase insurance coverage that it has agreed to provide pursuant to negotiations with teacher association and such other insurance as it deems appropriate.

Policy 4007. Personnel Records. This policy complies with the requirements of section 79-8,109 regarding the confidentiality of the contents of teachers' files. It states that the school attorney is "school official" so that the attorney may have access to personnel records when that is necessary for employment-related purposes.

Policy 4008. Outside Employment. Though school districts may not prohibit teachers from holding jobs outside the school district, they may require teachers to give precedence to their school employment, to avoid conflicts of interest, and to comply with statutory requirements and restrictions. It includes the statutory restrictions on a teacher's tutoring a student in his/her class for compensation. It prohibits teachers selling, soliciting or promoting the sale of goods or services to students or using their influence with the students or parents to do so. It also addresses the ownership of written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district. This sometimes becomes an issue when a teacher develops something on school time that he or she wants to sell.

Policy 4009. Restrictions on Employees Receiving Gratuities. This policy requires employees to inform the superintendent of receipt of any gift or bonus merchandise with a value of more than \$50. The board may set the threshold value at any level it wishes. Rule 27 of the Department of Education states that teachers may not accept any gift which will impair the professional judgment of the recipient. We have incorporated that standard into this policy.

Policy 4010. Inclement Weather. The board has authority to determine whether staff members are required to report on days school is closed for inclement weather. The policy has two options, one which requires staff members to report unless told otherwise by the superintendent. The second does not require staff members to report unless told otherwise by the superintendent. You must select the option which aligns with your practices.

Policy 4011. Family Medical and Military Leave. Federal law requires school districts to have a policy on their rights under the Family and Medical Leave Act. Congress amended the initial Family and Medical Leave Act to entitle employees to leave related to military service. Nebraska also has a Family Military Leave Act, which is addressed in a stand-alone policy.

Schools have very little discretion under the law and the primary decision for them to make is defining the 12-month period for determining eligibility. In section I(A)(2), we defined this period as “the 12-month period measured forward from the date such employee's first FMLA leave begins.” In our experience, this is the most advantageous choice for school districts.

Forms: We recommend that you use the forms offered by the Department of Labor. While you can use your own forms, there is no advantage in doing so. In fact, in some cases, asking for additional information not requested on the DOL’s forms can violate the law.

Once the school acquires knowledge that the leave is being requested for a FMLA-qualifying reason, we suggest you work with your human resource personnel or legal counsel to determine if the employee provided appropriate notice of the need for leave and to determine if any special school rules apply.

After the preliminary review, you must notify the employee, preferably using [Form WH-381](#) (Notice of Eligibility and Rights & Responsibilities) from the [DOL Website](#). This notice must be provided within 5 business days of initial request for leave or when you acquire knowledge of the FMLA-qualifying reason. Advise the employee of his or her eligibility status. If the employee is not eligible, you must state the reason why. Include a copy of your FMLA Policy with Form WH-381.

In addition to the Notice, you should deliver the appropriate certification form from the following selections:

- [Employee’s Serious Health Condition \(WH-380-E\)](#)
- [Family Member’s Serious Health Condition \(WH-380-F\)](#)
- [Qualifying Exigency for Military Family Leave \(WH-384\)](#)
- [Serious Injury or Illness of Current Servicemember \(WH-385\)](#)
- [Serious Injury or Illness of a Veteran for Military Caregiver Leave \(WH-385-V\)](#)

Include a written job description (preferred) with the Certification or list the essential functions of the job in the Certification.

When the employee returns the Certification, work with human resources or your legal counsel to determine if it is timely; whether it is clear, complete, and sufficient; and whether it would be appropriate to seek a second opinion.

Once you have completed the review, complete and deliver Designation Notice ([Form WH-382](#)).

Policy 4011.1. Nebraska Family Military Leave. The Nebraska Military Leave Act has some key differences from the FMLA, which is why we created a stand-alone policy to cover this separate, state-created form of leave. Any employee with an immediate family member with deployment orders for 179 days or more is entitled to this unpaid leave under state law. The policy outlines specific leave timelines, as well as notice requirements for the employee.

Policy 4012. Staff Internet Use. This policy addresses school employees' use of the district's computers and networks. It addresses "on duty" versus "off duty" use, including requirements which extend to the employees even when they are using the resources personally while off duty. Employee use of social media is broken out separately in policy 4051, but this policy addresses staff websites (e.g. Wordpress pages) that are operated by teachers for their classrooms.

Policy 4013. Grievance Policy. Though employees do not file grievances very often, it is important for a school district to have a policy defining a grievance and setting forth the procedure to processing it. Our policy limits grievances to allegations that there has been a violation of the negotiated agreement or a board policy. **Many districts have a grievance procedure in their negotiated agreement, which is our recommendation to clients. If you do, you should not adopt this policy and should instead leave this policy number blank.** Grievance procedures are a mandatory subject of bargaining so if you do not have a grievance procedure in your negotiated agreement and the teachers' union asks to include one in your collective bargaining agreement, you must agree to do so. We think this is best practice, as well.

Policy 4014. [Intentionally Left Blank]

Policy 4015. Employment of Board Members. Section 79-544 of the statutes prohibits a board member from being employed by a contract to teach as a teacher in a school district where he or she also serves on the board. We interpret section 79-544 to permit a board member to serve as a substitute teacher in his or her district, but not as a teacher on a regular teaching contract. Section 79-544 states:

No member of a school board shall be engaged in a contract to teach pursuant to sections 79-817 to 821 with the school district which he or she serves as a board member.

Two Versions of Policy 4015. We have provided two versions of policy 4015. One version prohibits board members from being employed by the district in any capacity, classified or certified. The other version permits board members to be employed as substitute teachers and as classified employees. The board may choose one of the two versions or may modify the policy as it sees fit – that is discretionary with the board.

Policy 4016. Jury Duty and Witness in Court. This policy states the state statutory requirement that an employee who has been called for jury duty will be paid his/her wages or salary while serving on a jury. It requires the employee to sign over to the district his/her compensation as a juror (but not expense payments).

The second paragraph of the policy states that an employee who has been subpoenaed to testify in court will be entitled to one day of paid leave. It requires the employee to sign over to the district his/her witness fee (but not expense payments). This is optional with the district and is not required by statute. Boards should check their leave policies to see whether such an absence is covered by a leave policy or a provision of the negotiated agreement.

Policy 4017. Relations with Collective Bargaining Associations. This policy states that the board will negotiate with recognized employee associations and “will allow associations to make reasonable use of district facilities for meetings outside the school’s and the employees’ work hours.” It states that the associations will be responsible for paying the district for “all supplies used, damage caused, or the loss or theft of borrowed property.” Though it is common for schools to permit employee associations to use school facilities for their meetings, we have found it to be rare that associations are responsible for paying for all supplies, damage to property and loss of property.

Policy 4018. Corporal Punishment. State statute prohibits corporal punishment. This policy prohibits corporal punishment and defines it as that term was defined by the Nebraska Supreme Court.

Policy 4019. Workplace Injury Prevention and Safety Committee. School districts are statutorily required to have safety committees. This policy repeats the statutory requirement that the safety

committee be set up through the collective bargaining process. Additionally, the statute requires employees serving on safety committees be paid their “regular hourly wage” for safety committee work. We interpret that to mean that so long as your safety committee meets during the regular work day, staff members are not entitled to additional compensation for this committee work.

Policy 4020. Ownership of Copyrighted Words. Works created by employees of the school district are considered “work for hire.” A work made for hire is defined as a work prepared by an employee within the scope of his or her employment. 17 U.S.C. § 101. Thus, the school owns all of the results of the work of a teacher if the teacher produced the work within the scope of his or her employment. It would be inefficient to require a new teacher to reproduce questions, lesson plans, or a syllabus each time a new teacher is hired. Policy 4020 makes this provision of law clear and allows the district under certain unusual circumstances to share ownership of the “work for hire” with an employee.

The policy also states that if a staff member shares the school’s property on in-state collaborative learning platforms like Safari Montage, distance learning, or an ESU curriculum collaborative, the school district still owns the material but has granted a license to other educational entities to use it. This protects both the school district other educational partners within the state.

Policy 4021. [Intentionally Left Blank]

Policy 4022. Certification. This policy repeats the statutory requirement that educators must be certified by the Nebraska Department of Education. A key element is that it requires them to maintain all their endorsements and prohibits them from permitting any endorsement to lapse or from removing it from their certificates. It also permits the board or superintendent to require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Policy 4023. Professional Ethics. This policy adopts the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, as the minimum standards for all certificated staff members of the school district. It requires all certified employees to read, understand, and comply with these standards. In our experience, this policy can be very helpful in personnel cases.

Policy 4024. Teachers' Rights, Responsibilities & Duties. This policy is a generally-worded statement about the broad responsibilities of certificated employees.

Policy 4025. Superintendent. This policy articulates the general responsibilities of the superintendent of schools. We recommend that you place specific performance expectations into compare it to any current description of the superintendent's responsibilities.

Policy 4026. [Intentionally Left Blank]

Policy 4027. Part-Time Certificated Employees. This policy addresses various issues regarding part-time certified employees such as their compensation, benefits, acquisition of permanent (tenured) status, movement on the salary schedule, attendance at in-service meetings, faculty meetings, school activities, etc. It states that a part-time teacher is responsible for attending "in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation." We have encountered instances when teachers who teach half a day expect to be paid for attending meetings that are scheduled during the other half of the day.

Policy 4028. Substitute Teachers. This policy defines the term substitute teachers and states the board's authority to establish their pay and benefits.

Policy 4029. Salary Schedule for Certificated Employees. This policy defines the limitation of advancing one step vertically on the salary schedule per year, the requirements for teachers to advance horizontally on the salary schedule, the requirement to earn a masters degree to move past the BA columns, and the requirements to move past the MA column on the salary schedule.

Policy 4030. Evaluation of Certificated Employees. This policy sets forth requirements of statute and the Nebraska Department of Education regarding the evaluation of certificated employees.

Policy 4031. Evaluation of Probationary Certificated Employees. This policy sets forth requirements of statute and the Nebraska Department of Education regarding the evaluation of probationary certificated employees. It also adds some definitions that are not provided by statute or the rules of the Nebraska Department of Education.

Policy 4032. Professional Growth. Certificated employees are required to show evidence of professional growth every six years after they become permanent (tenured). Six hours of college credit automatically count toward meeting this requirement and, at its discretion, the board may count other activities such as non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, and travel of significant educational value. This policy addresses those issues.

Policy 4033. [Intentionally Left Blank]

Policy 4034. Staff Handbook. This policy is a general statement that the superintendent or a designee will see to the formulation of a staff handbook. It also makes clear that the handbook has the force of board policy.

Policy 4035. [Intentionally Left Blank]

Policy 4036. [Intentionally Left Blank]

Policy 4037. Reduction in Force. A school district must have a reduction in force policy in order to reduce certificated staff. Policy 4037 is a general reduction in force policy. The Nebraska statute on school district reduction-in-force policies states, "If employee evaluation is to be included as a criterion to be used for reduction in force, specific criteria such as frequency of evaluation, evaluation forms, and number and length of classroom observations shall be included as part of the reduction-in-force policy." The highlighted section of policy 4037 recites these requirements. We generally recommend against using evaluations as part of staff reductions for legal and practical reasons. Therefore, we would prefer that you delete the highlighted wording, but this is ultimately a decision for the board. Districts who use evaluation instruments as part of the reduction-in-force process are more likely to face legal challenge on the procedure and on the merits of the evaluation process.

Policy 4038. Classified Staff Defined. This policy defines the term "classified staff" as all employees other than certificated teachers and administrators. It states that they are employed at will, and their employment may be amended or terminated at any time and without any cause. We believe that classified staff members must be treated fairly, but strongly oppose giving them due process rights because hearings can prove very costly and divisive.

Policy 4039. Employment of Classified Staff. This policy authorizes the superintendent or designee to hire, discipline, and discharge classified staff members “to meet personnel needs consistent with the district’s budget, instructional needs, and non-instructional operations.”

Policy 4040. Employment Terms for Classified Staff. This policy is optional. It defines the terms of employment for classified staff members. It must be reviewed carefully and changed as necessary to make sure that it conforms to the school district’s practices.

Policy 4041. Staff Dress and Appearance. This policy provides two options to choose from regarding staff dress code. The options are similar, but the first is more formal (requiring ties for men, for example) and the second is less formal to account for things like polo shirts. You should select the version which conforms to the school district’s practices. If your district has different or additional standards related to staff dress and appearance, contact us and we will assist you in creating a customized policy.

Policy 4042. Employee Social Security Numbers. This policy states the statutory prohibition against an employer using or publishing an employee’s social security number except under certain specified circumstances. It affirms that the district will comply with this law and take reasonable steps to protect the confidentiality of employees’ social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee’s social security number as an employee identification number or in any other reasonable manner.

Policy 4043. Professional Boundaries Between Employees and Students. Establishing standards of behavior and professional boundaries between employees and students has become increasingly important over the past several years. This policy endeavors to describe those standards and boundaries.

Policy 4044. Staff Election Conduct. The Nebraska Accountability and Disclosure Act sets out specific limitations regarding the use of school property or resources in election or ballot issues. This policy endeavors to describe the behavior that is prohibited.

Policy 4045. Milk Expression. This policy states the new federal requirement that the district provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child’s birth.

Policy 4046. Internet Searches Regarding Potential Employees.

This policy authorizes administrators and members of a hiring committee to conduct internet research about job applicants, and it sets forth the procedure and limitations for doing so. This includes a prohibition against requiring job applicants to provide their usernames and passwords to personal social media accounts.

Policy 4047. [Intentionally Left Blank]

Policy 4048. Assessment Administration and Security. This policy sets forth the obligations of certificated staff regarding testing and assessments to measure students' knowledge, skills or abilities.

Policy 4049. [Intentionally Left Blank]

Policy 4050. Overtime and Compensatory Time. The federal Fair Labor Standards Act governs the compensation of non-exempt employees. This policy requires that all overtime work be authorized by an employee's supervisor before it may be performed. It authorizes the school district to use compensatory time in lieu of overtime pay. It states the statutory requirement that an employee be paid for unused compensatory time when he or she terminates employment.

Policy 4051. Use of Social Media by School District Employees.

As with the use of the internet and computers, the use of social media by school district employees has become of great relevance and importance to school districts over the past several years. This policy defines what is a "school owned" versus a "personal" social media account and states that the school district will not require staff members to provide the username or password to personal social media accounts.

Policy 4052. Job References to Prospective Employers.

This policy addresses requests for job references or employment history. The administrator will either provide a references in compliance with this policy or will forward the request to the Superintendent. If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release the information, the district will provide the information unless otherwise prohibited.

This policy includes a prohibition against assisting an employee with obtaining a job when the school has probable cause to believe the employee engaged in sexual misconduct related to a student or minor in violation of the law, as required by Elementary and Secondary Education Act of 1965 (ESEA) as reauthorized through the Every Student Succeeds Act (ESSA). The statute

requiring this prohibition permits districts to recognize an exception in limited circumstances, which is included as an optional paragraph. The statute does not require that the school adopt the exception, as the school may take a more protective approach than that required by statute. You should review the policy carefully to determine whether you wish to adopt the required prohibition with, or without, the exception.

Policy 4053. Conflict of Interest. This policy sets out the conditions that an employee would have to meet to be deemed to have a business or financial conflict of interest.

Policy 4054. Reporting Child Abuse or Neglect. This policy addresses the reporting procedures for school employees to report child abuse or neglect should they have reasonable cause to believe that a child has been subjected to such abuse or neglect. Often teachers would prefer that an administrator make the report of suspected child abuse and the school district has an institutional interest in tracking the reports made about its students. This policy makes it clear that (1) staff must always tell the principal when they suspect abuse or neglect and (2) staff must also either report the abuse or neglect or cause a report to be made to the authorities by another person. That allows the district to have one staff member or administrator to report the observations of multiple employees.

Policy 4055. Head Teacher. This policy addresses creating a position for a Head Teacher. This policy is optional and is not necessary if you do not use a head teacher in your chain of command.

Policy 4056. Resignation of Certificated Staff. This policy addresses the process for Certificated Staff to provide their resignation as early as possible to allow the district to find suitable replacements. Please note there are two paragraphs to choose from. Please make sure to select one.

Philosophically, we prefer not to release teachers after the April 15 deadline since the teachers' union would never agree to extend the notice deadline to teachers. However, this is a matter for the board to decide. You should be sure to check your negotiated agreement to be sure that there is not a provision in that document which gives teachers the right to resign late. If there is, you should revise this policy (or call us to revise it) to ensure that it is consistent with your negotiated agreement.

Policy 4057. Superintendent Evaluation. This policy addresses how a superintendent shall be evaluated and how often the evaluation needs to

take place. The dates in this policy can be changed to conform to your district's practice and the superintendent's employment contract. We strongly encourage boards to evaluate superintendents at or prior to the January board meeting since many superintendents' contracts automatically renew in February or March.

Please read carefully the process we have described in the section headed "evaluation procedures." This policy contemplates that each board member will individually complete an evaluation instrument and that the board president will then compile the individual ratings into a final document. This is not the only lawful process – if your board has a different practice please let us know so that we can assist in revising this policy for you. Your board should also discuss what the board president will do with the individual board members' evaluation drafts. Your board's practices may affect your requirement to disclose each individual's draft evaluations under Nebraska's public records laws.

Policy 4058. Confidentiality in Counseling and Guidance. We have had a few guidance counselors mistakenly believe that they discharge their obligation to report suspected child abuse and neglect if they discuss the situation with the student's parents. That is not true. This policy makes the counselor's obligation to report explicit.

Policy 4059. Suicide Prevention Training. Nebraska statute requires the Nebraska Department of Education to provide annual suicide prevention training to schools. The statute provides, "Beginning in school year 2015-16, all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of suicide awareness and prevention training each year." It is up to the board to determine who constitutes "other appropriate personnel." The Department of Education's school safety center recommends that "[a]ny school staff member having contact with students" participate in this training, including "para-professionals, administrative/secretarial staff, bus drivers, custodians, kitchen staff, etc." The attached policy lists all of the staff members who are required to complete the suicide awareness training. The highlighted positions are staff members who your board *may* deem to be "appropriate personnel" to receive the staff. If there are positions which you determine to not be an appropriate staff member to participate in suicide awareness training, please delete it from the version of the policy that your board adopts.

Policy 4060. School Vehicle Use. This policy is optional and provides certain standards for use of school vehicles in circumstances when students are not being transported. For example, it states that drivers with certain

convictions or “points” against their driver’s license are not allowed to operate school vehicles. We know some insurance companies also have screening processes for staff members which determine who can drive school vehicles. You should consider this policy and the multiple options within it carefully. If you believe your insurance company’s screening process is sufficient, this policy is not required. However, you should still review it to be sure.

Policy 4061. Workplace or Non-Workplace Injuries or Illness and Return to Work. This policy discusses reporting injuries both by the injured employee and any witnesses. It addresses circumstances when an employee may be given a modified or limited duty assignment or may be terminated before or after the employee is otherwise able to return to work. It also contains provisions for non-workplace injuries or illness. You can use the accompanying “Return to Work” form in most, if not all, return to work circumstances relating to workplace injury or non-workplace injury or illness.

Policy 4062. Locker Room Supervision. We have been stressing the importance of supervising locker rooms for many years at our school district presentations and inservices. Many hazing and bullying incidents occur in unsupervised or poorly supervised locker rooms. Some incidents are serious enough to result in litigation. It is important that the school’s practice matches its policy, so this policy should be modified to fit your practice in the event you choose to adopt it.

4037 Reduction In Force

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. **Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. **Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
 - a. Programs to be offered;
 - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the

endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

- c. State and federal laws or regulations that may mandate certain employment practices;
 - d. Involvement in the programs and activities sponsored by the school district;
 - e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
 - f. The organizational and educational effect caused by multiple part-time certificated employees;
 - g. Formal and informal evaluation of staff performance by supervising administrators and if evaluations will be used as a criterion for a given reduction-in-force, the evaluation procedures shall be those adopted by board policy in effect at the time of the reduction and the evaluation forms shall be those on file with the Nebraska Department of Education for the district;
 - h. Any other reasons that are rationally related to the instruction in or administration of the school district.
4. **Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.
- a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
 - b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
 - c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
 - d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. **Rights of Recall.**

- a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.
- b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
- c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.
- d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. **Current Teaching Certificate.**

- a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
- b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. **Address Records.**

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4043

Professional Boundaries and Appropriate Relationships Between Employees and Students

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means 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.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.

- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are in person or school email accounts. Employees may use the following personal communication systems to communicate with students: school email accounts, SeeSaw,

Google Classroom (or other LMS platform), and other approved personal communication systems. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local sheriff's department or the Nebraska State Patrol.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4059
Suicide Prevention Training

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- school social workers
- community coaches
- paraeducators
- bus drivers
- kitchen staff
- custodians
- secretarial and clerical staff

These employees must complete the online training provided by the Nebraska Department of Education no later than **October 31** of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Board Policy 4000's Discussion - 4031-4063
3/14/2022

4031 – Evaluation of Probationary Certified Employees

1. Probationary teachers will be evaluated for a full class period of at least 40 minutes once each semester.

4032 – Professional Growth

1. Every six years, permanent employees shall give evidence of professional growth - 6 credits of college credits, non credit courses, lecture series, workshops, conferences, study groups, local inservice courses, committee service, supervising student teachers, or membership in professional organizations.

4034 - Staff Handbook

1. Handbooks shall be reviewed or revised annually containing the district's employment policies and practices.

4037 - Reduction in Force - Needs Updated

1. The Board of Education may determine that a reduction in force is necessary. This could be caused by declining enrollment, change in financial support, change in programs, etc.
2. Policy lays out criteria of how the administration must select the personnel to be reduced. Personnel that are reduced have rights to a position they are qualified to teach for the next 24 months.
3. Update takes evaluation performance into account as one of the criteria to consider when selecting personnel.

4038 - Classified Staff Defined

1. Classified staff refers to all employees other than certificated teachers and administrators. These are at will employees that can have employment amended or terminated at any time.

4039 - Employment of Classified Staff

1. Classified staff will be hired as needed to meet instructional and operational needs. They may be subject to a background check.

4041 - Staff Dress and Appearance

1. Rules governing professional dress for employees. Policy details what professional attire should look like for men and for women. There are further details on dress spelled out in the staff handbook.

4042 - Employee Social Security Numbers

1. The school will take necessary steps to protect the confidentiality of employees' social security numbers.

4043 - Professional Boundaries Between Employees and Students - Needs Update

1. Policy details what relationships and communication is appropriate between employees and students. Also how to report violations of this policy.
2. UPDATES- Expands who is included in this policy. The policy defines grooming and prohibited relationships. Further updates on allowable communication and how to report violations.

4044 - Political Activity by Staff Members

1. Policy recognizes that employees may engage in political activities, but it places limits on what they cannot do during school hours or with school property.

4045 - Milk Expression

1. District will provide reasonable break time for employees to express breast milk for a nursing child. Employees will be granted access to a private space other than a bathroom, for one year after the child's birth.

4046 - Internet Searches Regarding Potential Employees

1. Administrative team may use internet searches to research candidates. This process must be repeated for all candidates if it is used for one candidate. Policy lists what is allowable information to consider.

4047 - Employment Related Sexual Harrassment

1. Deals with Employment related sexual harrassment, who to report these matters to, and the process.

4048 - Assessment Administration and Security

1. Policy lays out the Principal's and Teacher's responsibilities for ensuring tests are valid and follow the protocols laid out by the state of Nebraska. There are also instructions on what to do if cheating on a test is suspected.

4050 - Overtime and Compensatory Time

1. The school will follow the Fair Labor and Standards Act for overtime pay. This applies to classified "non-exempt" staff. If a staff member works more than 40 hours in a week, excluding holiday hours, they will be compensated at 1.5 times their regular rate of pay.

4051 - Staff and District Social Media Use

1. The policy details what employees can or can't post on their own social media accounts. It also goes on to explain the rules surrounding school affiliated social media. These rules include access to the accounts, what is posted, and who can approve their use.

4052 - Job References to Prospective Employers

1. Administrative team will handle all job reference requests. The information shared will follow any written separation agreement that may be in place or they will follow the rules laid out by a legally enforceable written consent to release information.

4053 - Conflict of Interest

1. This policy is very similar to the board policy on conflict of interest. It defines what a conflict of interest is and what actions are prohibited.

4054 - Reporting Child Abuse or Neglect

1. Policy defines what Child Abuse or Neglect is and the procedures of how it must be reported by school employees if they suspect it is occurring.

4056 - Resignation of Certificated Staff

1. Staff members that are resigning are encouraged to submit resignations as soon as possible. Resignations received after April 15th will be accepted on the condition that the board is able to find a suitable replacement.

4057 - Superintendent Evaluation

1. Superintendent shall be evaluated twice during the first year of employment and then annually in the following years. Policy lays out timing of the evaluation, and the process for selecting an instrument.

4058 - Confidentiality in Counseling and Guidance

1. The guidance counselor will keep information confidential but the information is not legally privileged. Counselors will share relevant information with other educational professionals as appropriate or directed. They will also contact parents or law enforcement as appropriate.

4059 - Suicide Prevention Training

1. Employees must complete one hour of suicide awareness and prevention training every year.
2. Update of more personnel required to take the course.

4060 - School Vehicle Use

1. Policy describes what vehicles may be used for pupil transportation and what it takes to be a qualified driver. It also details what are prohibited behaviors for a driver.

4061 - Workplace or Non-Workplace Injuries or Illness and Return to Work

1. The policy describes the employees responsibilities in reporting a workplace injury. It also details what return to work can look like for employees. Employees unable to perform because of non work or work related injuries may be terminated.

GUIDING PRINCIPLE I - EXPANDED LEARNING OPPORTUNITIES

Objective: To enhance student learning experiences by strengthening and expanding learning opportunities, college, career, and technical training curriculum, more class offerings, and learning that accelerates the growth of each student.

Strategy 1.1 Assess and consider expansion and improvement of learning opportunities to support student engagement and preparedness.

Performance Indicators:

- 1.1(a) Designate internal leaders and champions to study the scope and feasibility of internal and external opportunities to grow diverse district offerings such as partnerships, staffing, course alignment, space allocation, resource expenditures, etc.
- 1.1(c) Consider and assess the value of expanding course offerings to include, but not limited to: CTE, Vocational Training, Computer Science – Coding, Programming, Robotics, etc., Speech/Public Speaking/Motivational Speaking, and Family Consumer Science (interpersonal relationships, leadership, and management)
- 1.1(d) Implement a district-wide academic plan that includes rigorous Advanced Placement courses, high demand occupational preparation career pathways, and dual credit opportunities.
- 1.1(e) Provide mentorships, internships, and/or job shadowing opportunities for the secondary students based on the results of the student interest survey of possible expanded learning opportunities.
- 1.1(f) Expand partnerships with community partners and post-secondary institutions to explore educational opportunities and options for partnering to increase curricular offerings for students.
- 1.1(h) Evaluate the effectiveness of modifications made to instruction and curriculum and the overall impact to learning and students' post-graduate opportunities.

Strategy 1.2: Expand and integrate High-Ability Learning (HAL) opportunities to challenge identified students to reach goals and potential by advancing their individual academic knowledge, skills, and abilities.

Performance Indicators:

- 1.2(a) Create and implement a preassessment of High-Ability Learning (HAL) students to lead to targeted curriculum design.

1.2(b) Identify a HAL Coordinator and implement professional development to ensure staff is equipped to instruct.

1.2(c) Use modified curriculum designed to integrate basic skills and higher-level thinking.

1.2(d) Provide appropriate professional learning and resources to support teachers to meet the needs of the High Ability Learners (HAL) for students.

1.2(e) Evaluation of High-Ability Learning (HAL) student outcomes using multi-method criteria of self-evaluation and standardized tools with flexible pacing and supportive differentiated learning environments.

Strategy 1.3: Ensure all students demonstrate academic growth and acquire skills to become productive citizens.

Performance Indicators:

1.3(a) Provide learning opportunities to align to student learning styles utilizing instructional practices and technology to support the needs of the student.

1.3(c) Emphasize the importance of personal life skills including work ethic, character, integrity, and personal confidence.

1.3(d) Integrate relational skill building characteristics including leadership, communication, conflict resolution, respectfulness, and collaboration through life skills and career/life readiness instruction.

1.3(f) Encourage active engagement in extracurricular activities and career/service-learning programs.

1.3(g) Evaluate and monitor the learning opportunities provided at Centennial Public School.

Strategy 1.4: Implement the Multi-Tiered System of Supports (MTSS) model with fidelity throughout the entire district to accelerate academic, career, and social-emotional/behavioral instruction and intervention to prepare and empower students with emphasis at secondary level.

Performance Indicators:

1.4(a) Develop a district-wide team with defined roles that will research strategies, monitor, and evaluate the effectiveness of the MTSS model, focusing on the secondary level implementation.

1.4(b) Develop a common understanding across the district of MTSS through targeted professional development.

1.4(c) Develop a consistent process across all buildings for implementation in the various tiers.

1.4(d) Provide consistent and on-going professional development to all staff to prepare and effectively implement the social-emotional supports district-wide.

1.4(e) Intentionally communicate our MTSS model and additional academic, social-emotional, and behavioral supports with CPS families and our community.

1.4(f) Evaluate the effectiveness of the instructional supports and benefits of MTSS, social-emotional curriculum, and instruction.

Strategy 1.5: Implement adopted curriculum in all subject areas to support effective instruction and learning success.

Performance Indicators:

1.5(a) Sustain effective, relative, and adopted curriculum in all subject areas provided by the district.

1.5(b) Ensure that all curriculum at CPS is vertically and horizontally aligned with grade-level goals and established short and long-term plans for action.

1.5(c) Ensure that all curriculum at CPS has a scope and sequence to support student learning and growth. (Adopt a common curriculum in English, Math and Science)

1.5(d) Utilize the curriculum review cycle policy to provide a systematic process to examine content and to ensure the curriculum is aligned to the standards and meeting the learning needs of students.

1.5(e) Increase the alignment of comprehensive curriculum guides to appropriate formative and summative assessments in all subject areas and support teachers in using the curriculum guides through professional development.

1.5(f) Evaluate the effectiveness of the adoption, modifications, and updates to district curriculum.

Strategy 1.7: Utilize an educational four-year plan to support students' goals and interests after graduation.

Performance Indicators:

- 1.7(a) Develop a purposeful four-year learning plan that will be used with students to create a pathway of success.
- 1.7(b) Implement the educational four-year plan by piloting with the 8th grade students who will segue into high school with a prepared learning plan.
- 1.7(c) Evaluate the effectiveness of the educational four-year plan on student success and growth.

GUIDING PRINCIPAL II - CLIMATE AND CULTURE

Objective: Develop and sustain a healthy, respectful, caring, safe learning environment for students, faculty, staff, and community resulting in student achievement, effective staff collaboration, and overall school improvement.

Strategy 2.1: Implement a positive character program to ensure a safe and healthy school culture at CPS.

Performance Indicators:

- 2.1(a) Explore and research character programs available to public school districts. Program will work to instill character traits of respect for others, work ethic, perseverance, integrity, dependability, and many others.
- 2.1(b) Study and adopt a character program for the entire CPS district.
- 2.1(c) Provide training for a character program for all staff and the entire student body to ensure success of the initiative district wide.
- 2.1(d) Implement the character program across the entire district.
- 2.1(e) Evaluate the success and effectiveness of the character program, by gauging the number of students estimated to be affected by bullying.
- 2.1(f) Ensure students feel empowered to utilize the school bullying reporting tool.

Strategy 2.3: Implement a plan that enables students and staff to connect through a culture that embraces accountability, fairness, equality, respect, inspires pride, and promotes learning.

Performance Indicators:

- 2.3(a) Create and commit to consistent expectations for staff and students to hold everyone equally accountable.

2.3(b) Create an onboarding process for new families, students, and staff to enable a connection to CPS.

2.3(c) Create and develop opportunities for all stakeholders to participate in activities/programs as CPS to strengthen a unified vision and community.

2.3(d) Grow and enhance Bronco Pride.

2.3(e) Evaluate the progress realized through purposeful measures implemented to address culture.

Strategy 2.4: Provide social-emotional and behavioral support for all students integrated through the MTSS model throughout the entire district to realize the potential and resources accessible to benefit a unified student-centered learning initiative.

Performance Indicators:

2.4(a) Assess current staffing to ensure that the district provides adequate and essential staff and training to support the integration and implementation of social-emotional supports.

2.4(b) Integrate social-emotional learning into the academic and extra-curricular activities through consistent curriculum, skills development, service learning, and community service.

2.4(c) Create a system to support and equip staff with tools and techniques to address social-emotional skills and behavior.

2.4(d) Provide district guidance and resources for staff involved in the district initiatives for social-emotional learning.

2.4(e) Encourage and sustain open dialogue and feedback opportunities with staff to address the unforeseen obstacles that evolve through the implementation and as a result of the social-emotional education initiative.

2.4(f) Evaluate the effectiveness of MTSS and the impact on CPS culture.

Other Performance Indicators:

5.2(b) Evaluate the effectiveness of current communication platforms and align efforts to maximize timely, relevant, and effective engagement.

5.2(c) Consider methods of improving the parent-teacher conference format, teacher communication with parents/guardians, and expectations of the conference. Seek equitable feedback from parents/guardians/students to maximize effectiveness in supporting parent/guardian-teacher relationships and student success.

5.1(a) Create a committee of internal and external stakeholders to identify opportunities that exist in the community and communicate with the business leaders of possible opportunities for students.

4.3(c) Engage classified staff in professional development opportunities to enhance their skills, knowledge, and experience when providing support to students and staff.

4.3(h) Expand the district teacher induction program that includes a variety of mentoring and training opportunities for newly hired staff throughout their first three years of employment.

3.1(b) Develop a long-term facility plan to support needs and enable the district to plan in a purposeful and efficient manner. Consider existing priorities identified in the strategic plan needs analysis, including but not limited to:

- Functionality of Learning Spaces
- Extracurricular Spaces & Grounds – Old Gym/Barn
- Safety and Security
- Building Maintenance

NASB Budget and Finance Conference
York, NE
March 1st, 2022

Presented by Matt Fisher and Carl Dietz

Talking Points

- Advocated for an ongoing discussion about the budget.
 - Including Expenditure of the current budget, comparison to previous years, cash balance compared to previous years, prepping for next year's budget, tracking receipts as they come in-reminder you don't receive all property taxes.
- Discussion on LB 644 and how tax requests could look different for this year
- Discussion on state funding and how equalization aid depends on a school's needs vs. their resources.
- Reminders about SPED or IDEA spending and Maintenance of Effort
- Encouraged school districts to develop long term plans for facilities. This would include the building fund and the depreciation fund and how you plan to finance needed projects.