

Board of Education Regular Meeting
Monday, December 13, 2021 7:00 PM Central

Middle School/High School Conference Room
700 South Kent St.
Madison, NE 68748-0450

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig: Present, Jim Reeves: Present, Steve Ruh: Present. Present: 6.

1. Call the Meeting to Order
 - 1.1. Roll Call
 - 1.2. Pledge of Allegiance
 - 1.3. Open Meetings Act
 - 1.4. Madison Public Schools Mission Statement
 - 1.4.1. Assessment Results Report (Mr. Jordan)
2. Consent Agenda
3. Public Forum
4. Administrator and Other Reports
5. Board Committee Reports/Meeting dates
6. Action Items
 - 6.1. Discuss, consider, and take all necessary action to reaffirm board policies 4034-4062.
 - 6.2. Discuss, consider, and take all necessary action on certified contracts..
 - 6.3. Discuss, consider and take all necessary action on a two-year Negotiated agreement with the Madison Education Association.
 - 6.4. Discuss bus route pay and driver hourly rates
 - 6.5. Discuss, consider and take all necessary action on bus route rates and driver pay.
 - 6.6. Discuss future facility needs of Madison Public Schools
7. Executive Session
 - 7.1. Discuss administrative compensation and benefit package to protect the public interest and prevent needless injury to a staff member's reputation.

8. Any Action resulting from Executive Session.

8.1. Discuss, consider, and take all necessary action on extending the Superintendent's contract with base salary to be set at \$_____ for the 2022-2023 school year.

9. Topics for next month's Board of Education meeting

10. Adjournment

Madison Public Schools

Alan Ehlers
Superintendent

Jim Crilly

HS Principal

Reid Ehrisman

MS Principal/EL

Karla Kush

Elementary Principal

700 So Kent St.

P.O. Box 450

Madison, NE 68748

District Phone (402) 454-3336 Fax (402) 454-2238

Elementary Phone (402) 454-2656 Fax (402) 454-3978

Travis Jordan

Director of CAI

Crystal Ernst

Instructional Coach

Landonn Mackey

Athletic Director

Celine Filsinger

Office Manager

The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.

Curriculum and Assessment

December, 2021

Curriculum:

- Our Elementary and High School Language Arts teams spent time during our last Professional Development day going over the new State Standards.
 - We identified the standards we are teaching and assessing well within our current curriculum with the programs and materials we have.
 - At our next meeting we will compare our curriculum to the state standards and identify any areas that we will need to revise.
- I am compiling a list of what other schools in the state are using for Social Studies at each level.

Assessment:

- We completed our Winter Acadience Benchmark Testing with all students K-5. Sixth Grade is almost complete. (Data and notes on Next 2 Pages)
- As our first step in ACT Prep, all Juniors took the 4 Section MAP Test in an ACT setting.
 - Scores were shared with students along with their projected ACT score
- NSCAS Data was released last week.

ACT Scores were encouraging	ELA	Math	Science	Average Composite
State Average	16.8	18	18.3	17.7
Madison	16.7	17.1	17.3	17.03

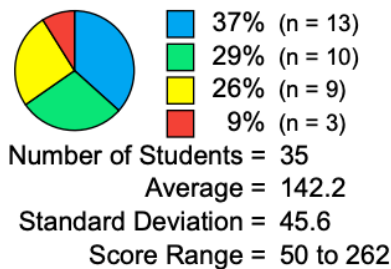
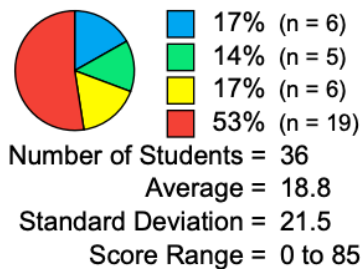
*6% of Juniors didn't take it across the State. We were 100%

- Grades 3-8 Will be doing the ELA and Math Winter Pilot of the NSCAS Growth
 - Students will take one Test this week and one in January.
 - Spring Testing will give us Summative Proficiency scores that will be used by AQuESTT

Beginning of Year

Middle of Year

Reading Composite Score

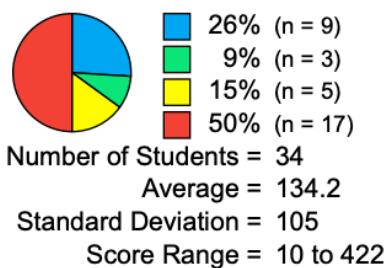
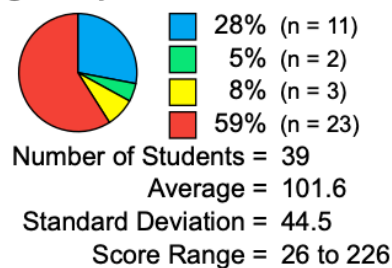


Kindergarten: We have one student left to test, but at this point we only have 3 Students in the RED!!!!!!

Beginning of Year

Middle of Year

Reading Composite Score

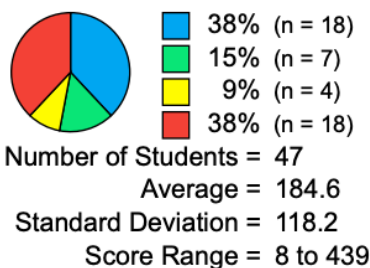
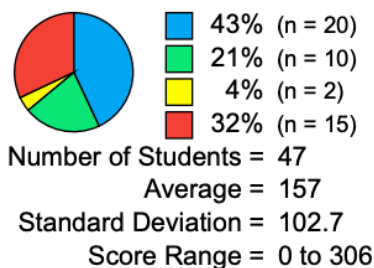


First Grade: With a decreased number of students we need to look deeper at this, but the Average Score has definitely gone up, and there are fewer students in the Red.

Beginning of Year

Middle of Year

Reading Composite Score

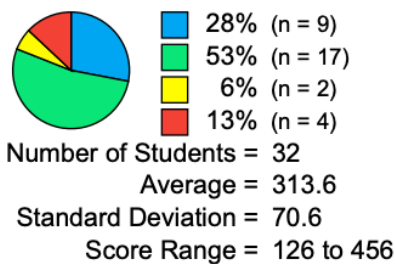
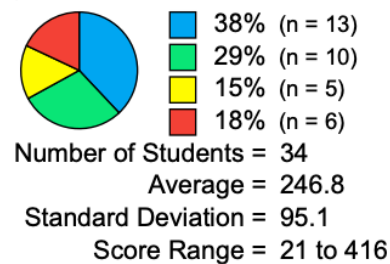


Second Grade: We are unhappy with these results and have already had one meeting and are gathering more information and program data.

Beginning of Year

Middle of Year

Reading Composite Score

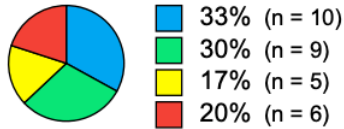


Third Grade: We have 3 more students meeting benchmark and are down to 2 at moderate risk and only 4 in the Red.

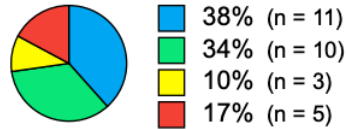
Beginning of Year

Middle of Year

Reading Composite Score



Number of Students = 30
 Average = 302.9
 Standard Deviation = 79.7
 Score Range = 127 to 453



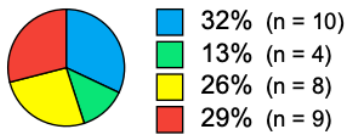
Number of Students = 29
 Average = 362
 Standard Deviation = 64.8
 Score Range = 238 to 550

Fourth Grade: Both Green and Blue Increased a student while Red and Yellow both decreased.

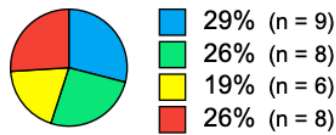
Beginning of Year

Middle of Year

Reading Composite Score

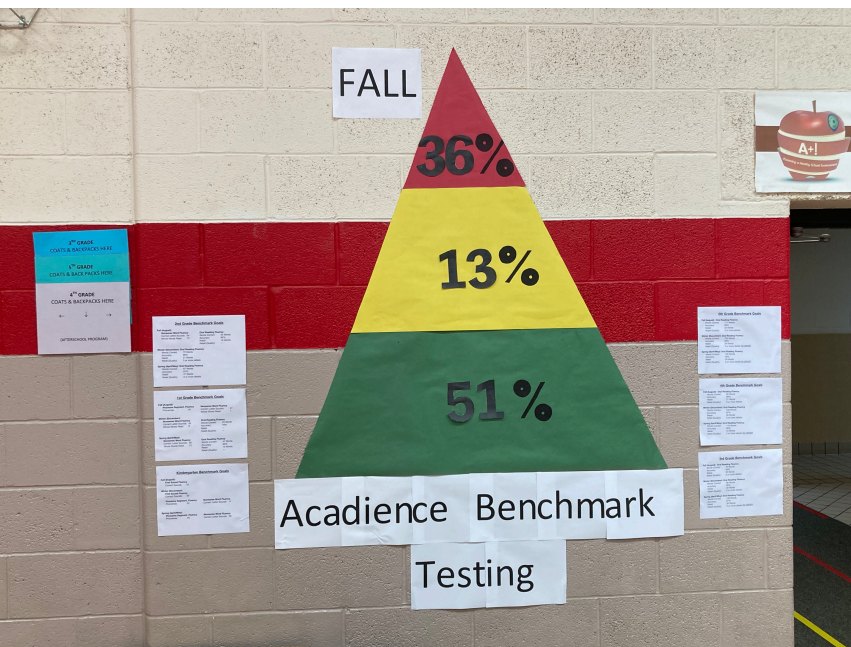


Number of Students = 31
 Average = 316.5
 Standard Deviation = 110.8
 Score Range = 56 to 471



Number of Students = 31
 Average = 354.3
 Standard Deviation = 93.5
 Score Range = 129 to 493

Fifth Grade: Both Green and Blue Increased a student while Red and Yellow both decreased.



This has been hanging in the Elementary Gym and has been discussed with all of the students and staff. It will be Updated Next week

26%
 14%
 60%

We still have a lot of work ahead, but the teachers are excited to see their efforts paying off.

Meeting Notice Posted for October 2021 Meeting

City Office 9-22-2021
Library 9-22-2021
Front door of high school 9-22-2021
Madison Star Mail (Mtg Notice) 11-4-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Absent, Deb Neidig, Present, Jim Reeves: Present, Steve Ruh: Present. Present: 5; Absent: 1

- 1: Call the meeting to order
- 1.1 Roll Call/excuse absent board members

Motion to excuse board member Jim Knapp from the meeting. Passed with a motion by Kate Ebeling and a second by Deb Neidig. Kate Ebeling: Yea, Harlow Hanson: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

- 1.2 Pledge of Allegiance
- 1.3 Open Meetings Act
- 1.4 Madison Public Schools Mission Statement

2: Consent Agenda

Motion to approve consent agenda items 2.1, 2.2, & 2.3 as presented. Passed with a motion by Steve Ruh and a second by Deb Neidig. Kate Ebeling: Yea, Harlow Hanson: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

A to Z Vac N Sew	Repairs	96.75
Albracht Disposal Service	Waste Disposal	325.00
Alpha Workforce Health	DOT Physical	90.00
Ashfall Fossil Beds	Field Trip	60.00
Assetgenie, Inc DBA Agirepair	Repairs	349.00
Battle Creek Public Schools	SpEd Services	1,457.50
BCN	Phone Service	132.65
Bill Blank Agency	Insurance	7,701.00
Brady & Amy's	Fuel	2,715.97
Central Nebraska Rehab Services	Services	3,295.38
Chartwells	Meals	333.25
Choice Foods	Supplies	403.51
City of Madison	Utilities	7,867.02
Cutting Edge Lawn Care Service	Lawn Care	2,000.00
DAS State Acctg-Central Finance OCIO	Internet Erate	1,828.70
Deere Credit Inc.	Lease Payment	510.58
Ecolab Pest Elimination Division	Pest Control	121.85
Educational Service Unit #7	Training	30.00
Educational Service Unit #8	Training	45,361.90
Ewell Educational Services	Subscription	175.00
Fields Hardware	Supplies	17.98
Floor Maintenance	Supplies	1,310.34
Frontier	Phone	737.66
Greatamerica Financial Services Corporation	Copier Lease	2,247.70
Herz, Paul	Catering	270.00
HireRight LLC, Inc.	Background Checks	62.80
Hy-Vee Food Store	Supplies	127.32
Hy-Vee Food Stores, Inc.	Supplies	41.93
Illuminate Education Inc.	Registration	225.00
Island Supply Welding Co.	Supplies	1,005.00
Jackson Services	Supplies	123.93
Johnson's, Inc.	Maintenance	6,502.69
KSB School Law	Legal Services	4,791.91
Learning A-Z	Supplies	416.00
Literacy Resources, LLC	Supplies	890.88
Lunchtime Solutions	Meals	2,462.34
Madison Star Mail	Publications	278.37

Menards – Norfolk	Supplies	336.73
Midwest Alarm Services	Alarm Service	596.70
MPS Activity Fund	Reimbursement/Supplies	893.00
National Art & School Supplies Inc.	Supplies	69.42
Nebraska Association of School Boards	Registration	3,178.00
Nebraska Public Health Environmental Laboratory 46.00	Testing	
Nebraska Safety Center Pupil Transportation	Publications	300.00
Norfolk Daily News	Publications	840.00
Pizza Hut	Meals	245.99
Pyramid School Products	Supplies	166.33
Quill Corporation	Supplies	323.46
Region III NSASSP	Dues	20.00
Schindler Elevator Corp	Elevator Maintenance	2,744.66
School Health Corporation	Supplies	166.22
Short Stop, The	Fuel	57.20
Sparklight (Formerly Cable One)	Cable Box Rental	27.02
Subco Madison, LLC	Meal/Supplies	352.79
SYNCB/Amazon	Supplies	750.76
TK Elevator	Elevator Maintenance	322.08
UPS Store #4267, The	Supplies	418.76
US Bank Cardmember Services	Supplies	7,589.67
Volkman Plumbing & Heating	Repairs	876.07
Walmart Community	Supplies	92.76
Water Engineering Inc.	Water Service	425.04
Weiland Well	Maintenance	495.00

3: Public forum

4: Administrator and other reports

5: Board Committee reports/meeting dates

6: Action Items

7: Discuss, consider, and take all necessary action on certified contracts.

8: Discuss, consider, and take all necessary action to reaffirm Board Policies 4001-4032.

Motion to reaffirm Board Policies 4001-4032. Passed with a motion by Steve Ruh and a second by Jim Reeves. Kate Ebeling: Yea, Harlow Hanson: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

9: Discuss, consider, and take all necessary action to approve the District's audit.

Motion to approve the District's audit. Passed with a motion by Jim Reeves and a second by Harlow Hanson. Kate Ebeling: Yea, Harlow Hanson: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

10: Discuss, consider, and take all necessary action to approve a bid for a future activity bus which would be paid for using ESSER funds.

Motion to purchase a Thomas activity bus from The Truck Center Companies at the cost of approximately \$121,780.00. Passed with a motion by Steve Ruh and a second by Harlow Hanson. Kate Ebeling: Yea, Harlow Hanson: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

11: Discuss, consider, and take all necessary action on the Superintendents' annual evaluation.

12: Discuss and consider the early retirement of debt on the 2010 and 2011 limited tax OSCB's and ideas to pay the lease service debt for the gym/commons off a year early.

13: Discussion on a rough timeline to address the need for additional space at the PK-5 building.

14: Topics for next month's Board of Education meeting.

15: Adjournment

Motion to adjourn at 8:33 pm. Passed with a motion by Kate Ebeling and a second by Deb Neidig. Kate Ebeling: Yea, Harlow Hanson: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
Checking	1	Fund: 01 GENERAL FUND		
ALBRACHT DISPOSAL SERVICE	38151	WASTE DISPOSAL	155.00	
ALBRACHT DISPOSAL SERVICE	38152	WASTE DISPOSAL	170.00	
		Vendor Total:		325.00
APPEARA	0693292	SUPPLIES	34.50	
APPEARA	0697438	SUPPLIES	34.50	
APPEARA	0701622	SUPPLIES	34.50	
APPEARA	0705801	SUPPLIES	34.50	
		Vendor Total:		138.00
APPLE, INC	AG26726199	COMPUTER REPAIRS	299.00	
		Vendor Total:		299.00
BCN	23206379	PHONE SERVICE	135.74	
		Vendor Total:		135.74
BIG COUNTRY AUTO	71555	INSPECTION	47.09	
BIG COUNTRY AUTO	71558	INSPECTION	95.40	
BIG COUNTRY AUTO	71592	INSPECTION	111.47	
BIG COUNTRY AUTO	71593	INSPECTION	102.47	
BIG COUNTRY AUTO	71929	REPAIRS	284.94	
		Vendor Total:		641.37
BRADY & AMY'S	54958	FUEL	103.75	
		Vendor Total:		103.75
CDW - GOVERNMENT INC	N944660	SUPPLIES	42.34	
		Vendor Total:		42.34
CENTRAL NEBRASKA REHAB SERVICES	11958	SERVICES	4,199.90	
		Vendor Total:		4,199.90
CHARTWELLS	316512679	MEALS	88.00	
		Vendor Total:		88.00
CHOICE FOODS	1221 STMT	SUPPLIES	381.03	
		Vendor Total:		381.03
CITY OF MADISON	1121 5045001	UTILITIES	445.23	
CITY OF MADISON	1121 5095001	UTILITIES	72.33	
CITY OF MADISON	1121 5097002	UTILITIES	140.99	
CITY OF MADISON	1221 7007001	UTILITIES	2,069.10	
CITY OF MADISON	1221 7008001	UTILITIES	4,342.22	
		Vendor Total:		7,069.87
CUSTOM SPORTS	31206	SUPPLIES	900.00	
		Vendor Total:		900.00
DEERE CREDIT INC	2581030	LEASE	510.58	
		Vendor Total:		510.58
DENT SPECIALISTS	132475	REPAIRS	435.09	
DENT SPECIALISTS	132656	SUPPLIES	27.80	
DENT SPECIALISTS	133158	MAINTENANCE	490.06	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
DENT SPECIALISTS	134474	MAINTENANCE	448.95	
DENT SPECIALISTS	134516	MAINTENANCE	63.89	
DENT SPECIALISTS	134517	MAINTENANCE	63.89	
		Vendor Total:		1,529.68
EAKES OFFICE SOLUTIONS	8372469-0	SUPPLIES	30.20	
		Vendor Total:		30.20
ECOLAB PEST ELIMINATION DIVISION	5694599	PEST CONTROL	121.85	
		Vendor Total:		121.85
EDUCATIONAL SERVICE UNIT #1	010607	REGISTRATION	90.00	
		Vendor Total:		90.00
EDUCATIONAL SERVICE UNIT #7	11152021-6	REGISTRATION	25.00	
		Vendor Total:		25.00
EDUCATIONAL SERVICE UNIT #8	INV-007448	APEX SEATS	1,270.00	
EDUCATIONAL SERVICE UNIT #8	INV-007472	DISTANCE LEARNING	2,500.00	
EDUCATIONAL SERVICE UNIT #8	INV-007497	ERATE	1,000.00	
EDUCATIONAL SERVICE UNIT #8	INV-007524	TEST PREP	2,816.00	
EDUCATIONAL SERVICE UNIT #8	INV-007720	SERVICES	25,705.50	
EDUCATIONAL SERVICE UNIT #8	INV-007738	SERVICES	17,200.00	
EDUCATIONAL SERVICE UNIT #8	INV-007753	SERVICES	5,689.30	
EDUCATIONAL SERVICE UNIT #8	INV-007769	TESTING	562.50	
EDUCATIONAL SERVICE UNIT #8	INV-007783	REGISTRATION	20.00	
EDUCATIONAL SERVICE UNIT #8	INV-007791	REGISTRATION	20.00	
EDUCATIONAL SERVICE UNIT #8	INV-007810	SERVICES	24,527.30	
EDUCATIONAL SERVICE UNIT #8	INV-007828	SERVICES	17,200.00	
EDUCATIONAL SERVICE UNIT #8	INV-007843	SERVICES	6,024.70	
		Vendor Total:		104,535.30
ELLER HEATING & AIR CONDITIONING	211129-11	REPAIRS	375.00	
ELLER HEATING & AIR CONDITIONING	211129-12	REPAIRS	625.00	
		Vendor Total:		1,000.00
EMC INSURANCE COMPANIES	B-18360221	INSURANCE	166.00	
		Vendor Total:		166.00
FEDERAL EXPRESS CORPORATION	7-562-22504	POSTAGE	19.17	
		Vendor Total:		19.17
FLOOR MAINTENANCE	Web-15265	SUPPLIES	941.92	
		Vendor Total:		941.92
FOLLETT SCHOOL SOLUTIONS	1457939	RENEWAL	1,819.46	
		Vendor Total:		1,819.46
FRONTIER	1121 STMT	PHONE SERVICE	737.66	
		Vendor Total:		737.66
GREATAMERICA FINANCIAL SERVICES CORPORATION	30547305	COPIER LEASE	2,112.42	
		Vendor Total:		2,112.42
HY-VEE FOOD STORE	1121 STMT	SUPPLIES	110.64	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			Vendor Total:	110.64
HY-VEE FOOD STORES, INC	1121 STMT	SUPPLIES	198.09	
			Vendor Total:	198.09
HYVEE FOOD STORES INC	1021 STMT	SUPPLIES	239.52	
			Vendor Total:	239.52
J W PEPPER & SON INC	363729932	SUPPLIES	55.04	
J W PEPPER & SON INC	363733498	SUPPLIES	37.45	
J W PEPPER & SON INC	363733864	SUPPLIES	14.70	
			Vendor Total:	107.19
JACKSON SERVICES	4669454	SUPPLIES	70.91	
JACKSON SERVICES	4669455	SUPPLIES	53.02	
JACKSON SERVICES	4687668	SUPPLIES	70.91	
JACKSON SERVICES	4687669	SUPPLIES	53.02	
			Vendor Total:	247.86
JOHNSON'S, INC	12276	SUPPLIES	219.03	
			Vendor Total:	219.03
JURGENS REPAIR	43399	REPAIRS	485.79	
			Vendor Total:	485.79
KEN'S BAND INSTRUMENT REPAIR	2021-001047	REPAIRS	28.00	
			Vendor Total:	28.00
KRIER TECHNOLOGIES	1121 STMT	SUPPLIES	6,035.50	
			Vendor Total:	6,035.50
KSB SCHOOL LAW	11047	LEGAL SERVICES	320.00	
			Vendor Total:	320.00
LUNCHTIME SOLUTIONS, INC.	INV-00055	MEALS	1,089.90	
			Vendor Total:	1,089.90
MADISON STAR MAIL	14710	PUBLICATIONS	8.84	
MADISON STAR MAIL	14711	PUBLICATIONS	8.84	
MADISON STAR MAIL	14716	PUBLICATIONS	58.13	
MADISON STAR MAIL	14717	PUBLICATIONS	21.21	
MADISON STAR MAIL	14731	PUBLICATIONS	8.84	
			Vendor Total:	105.86
MATTEO SAND & GRAVEL CO	26083	SUPPLIES	247.25	
			Vendor Total:	247.25
MENARDS - NORFOLK	13562 - G	SUPPLIES	107.13	
MENARDS - NORFOLK	14773	SUPPLIES	39.53	
MENARDS - NORFOLK	14983	SUPPLIES	46.18	
MENARDS - NORFOLK	15020	SUPPLIES	69.99	
			Vendor Total:	262.83
MIDWEST ALARM SERVICES	366188	ALARM SERVICE	65.10	
			Vendor Total:	65.10

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
NE REGIONAL DEAF ED PROGRAM	1121 STMT	SERVICES	646.00	
		Vendor Total:		646.00
NEBRASKA SAFETY CENTER PUPIL TRANSPORTATION	57-9501	TRAINING	50.00	
		Vendor Total:		50.00
NORFOLK WORKS	1121 STMT	DOT PHYSICAL	75.00	
		Vendor Total:		75.00
NORTHEAST NEBRASKA JUVENILE SERVICES	1121 STMT	REIMBURSEMENT	5,622.31	
		Vendor Total:		5,622.31
ONE OFFICE SOLUTION	439692-00	SUPPLIES	98.00	
		Vendor Total:		98.00
ONE SOURCE	2877-20211130	BACKGROUND CHECK	35.00	
		Vendor Total:		35.00
PINKELMAN TRUCK AND TRAILER	17902	REPAIRS	6,798.58	
		Vendor Total:		6,798.58
PIZZA HUT OF MADISON	1221 STMT	SUPPLIES	405.79	
		Vendor Total:		405.79
PRECISIONIT	60680	SUPPLIES	142.50	
		Vendor Total:		142.50
RENAISSANCE LEARNING, INC	INV5235591	SUPPLIES	2,525.00	
		Vendor Total:		2,525.00
SCHMIDT, COURTNEY	1021 STMT	MILEAGE	70.56	
		Vendor Total:		70.56
SHORT STOP, THE	1121 STMT	FUEL	1,942.97	
		Vendor Total:		1,942.97
SPARKLIGHT (FORMERLY CABLE ONE)	1221 STMT	BOX RENTAL	27.02	
		Vendor Total:		27.02
STATE FIRE MARSHALL OFFICE	7405	INSPECTION	60.00	
		Vendor Total:		60.00
SUBCO MADISON, LLC	1021 STMT	SUPPLIES	311.05	
		Vendor Total:		311.05
SYMMETRY ENERGY SOLUTIONS	11764724	UTILITIES	753.25	
		Vendor Total:		753.25
SYNCB/AMAZON	433764374973	SUPPLIES	497.00	
SYNCB/AMAZON	449847373888	SUPPLIES	369.99	
SYNCB/AMAZON	453356663544	SUPPLIES	787.95	
SYNCB/AMAZON	459696486645	SUPPLIES	49.99	
SYNCB/AMAZON	466934665897	SUPPLIES	129.99	
SYNCB/AMAZON	468678468945	SUPPLIES	629.00	
SYNCB/AMAZON	575383364433	SUPPLIES	3,750.00	

Board Report

Unposted; Batch Description DECEMBER 2021 GENERAL FUND INVOICES

User ID: CELINE

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
SYNCB/AMAZON	664433374585	SUPPLIES	139.80	
SYNCB/AMAZON	673798944667	SUPPLIES	62.91	
SYNCB/AMAZON	757645463579	SUPPLIES	998.00	
SYNCB/AMAZON	859566983367	SUPPLIES	1,263.96	
SYNCB/AMAZON	868765553933	SUPPLIES	(132.00)	
SYNCB/AMAZON	879766554464	SUPPLIES	7,399.56	
SYNCB/AMAZON	888894546457	SUPPLIES	287.50	
SYNCB/AMAZON	963865737538	SUPPLIES	1,039.00	
		Vendor Total:		17,272.65
TEACHER INNOVATIONS INC	763731	SUBSCRIPTION	684.00	
		Vendor Total:		684.00
TK ELEVATOR	7000010975	REPAIRS	1,401.25	
		Vendor Total:		1,401.25
TWD LOCK, SAFE & KEY	007661	REPAIRS	110.00	
		Vendor Total:		110.00
US BANK CARDMEMBER SERVICES	1121 STMT	SUPPLIES	9,918.60	
		Vendor Total:		9,918.60
US CELLULAR	0471444722	HOT SPOTS	158.81	
		Vendor Total:		158.81
WATER ENGINEERING INC	IN77049	WATER SERVICE	250.04	
WATER ENGINEERING INC	IN77101	WATER SERVICE	175.00	
		Vendor Total:		425.04
		Fund Total:		187,259.18
		Checking Account Total:		187,259.18

September 2021 Board Meeting:

QCP Fund:

Wells Fargo	\$ 700.00	
Wells Fargo (reimburse Activity)	\$ 6,559.45	(Because of COVID, the IRS didn't process credits on time, so we had to reimburse Wells Fargo until they catch up)

October 2021 Board Meeting:

Special Building Fund:

Fakler Architect	\$1,875.00	Architectural Design
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November 2021 Board Meeting:

Bond Fund:

BOK Financial	\$199,187.94	Principal and Interest Due December 15, 2021
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Special Building Fund:

Five Points Bank	\$730,000.00	Lease Debt Service
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December 2021 Board Meeting:

Special Building Fund:

DWB	\$ 10,358.00	Elementary Time Out room
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MADISON PUBLIC SCHOOLS
TREASURER'S REPORT

November 30, 2021

General Fund

				<u>BALANCE</u>	<i>Last year's balance</i>
Balance Forward as of	<u>October 31, 2021</u>			\$3,719,949.44	
Receipts		+	\$ 93,691.54		
Expenditures		-	\$ 681,933.05		
Balance as of	<u>November 30, 2021</u>			\$3,131,707.93	\$3,626,532.06

Employee Benefit Fund

Balance Forward as of	<u>October 31, 2021</u>			\$10,710.77	
Receipts		+	\$ 4,083.92		
Expenditures		-	\$ 5,717.69		
Balance as of	<u>November 30, 2021</u>			\$9,077.00	\$10,777.77

Petty Cash Fund

Balance Forward as of	<u>October 31, 2021</u>			\$2,396.79	
Receipts		+	\$ 1,848.63		
Expenditures		-	\$ 1,863.43		
Balance as of	<u>November 30, 2021</u>			\$2,381.99	\$2,431.26

Total Assets for General Fund

\$3,143,166.92 \$3,639,741.09

Depreciation Fund

Balance Forward as of	<u>October 31, 2021</u>			\$708,667.70	
Receipts		+	\$ 582.47		
Expenditures		-			
Balance as of	<u>November 30, 2021</u>			\$709,250.17	\$421,312.88

Bond Fund

Balance Forward as of	<u>October 31, 2021</u>			\$369,851.23	
Receipts		+	\$ 1,474.62		
Expenditures		-	\$ 199,187.94		
Balance as of	<u>November 30, 2021</u>			\$172,137.91	\$149,678.75

Qualified Capital Purpose Fund

Balance Forward as of	<u>October 31, 2021</u>			\$564,406.38	
Receipts		+	\$ 996.01		
Expenditures		-			
Balance as of	<u>November 30, 2021</u>			\$565,402.39	\$526,346.75

Special Building Fund

Balance Forward as of	<u>October 31, 2021</u>			\$1,724,085.61	
Receipts		+	\$ 7,096.89		
Expenditures		-	\$ 730,000.00		
Balance as of	<u>November 30, 2021</u>			\$1,001,182.50	\$979,198.79

Investment Checking

Balance Forward as of	<u>October 31, 2021</u>			\$329,241.76	
Receipts		+	\$ 270.61		
Expenditures		-	\$ -		
Balance as of	<u>November 30, 2021</u>			\$329,512.37	\$326,235.78

GENERAL FUND RECEIPTS				
LINE #	DESCRIPTION	BUDGET	CURRENT RECEIPTS	
	TOTAL LOCAL	\$6,143,673	\$1,984,064.04	
	TOTAL STATE AID	\$72,940	\$21,882.00	
	TOTAL FEDERAL	\$1,430,000	\$467,189.60	
1510	Interest		\$8,157	
1800	Community Service		\$14,774	
1920	Grants/Donations			
1925	Categorical Grants			
2210	ESU Receipts		\$1,155	
3120	SPED			
3125	SPED - Transportation			
3155	Textbook Loan			
3400	State Apportionment			
3551	Education Quest		\$3,000	
3512	Distance Learning		\$3,377	
3535	High Ability Learners		\$5,836	
3990	Other State Receipts			
4212	Title I - Support For Improvement		\$311,902	
4310	REAP		\$25,832	
4505	Title I		\$17,944	
4506	Title I Part A			
4508	Title ID Delinquent Ed		\$27,095	
4509	Title IIA		\$16,051	
4510	Titel IVA			
4512	IDEA Base			
4516	Idea Prop Share			
4518	IDEA Enrollment Poverty			
4521	IDEA PS		\$23,915	
4526	Migrant			
4530	Family Literacy		\$16,309	
4531	21st Century			
4708	Medicaid in Public Schools			
4709	Neb-Mac Funds			
4969	ESSA			
4996	ESSERF			
5301	Insurance Adjustments			
5400	Non-Revenue Sources			
6212	Title Support for Improvements			
ESTIMATED BUDGET OF EXPENDITURES				
		CURRENT BUDGET	CURRENT SPENDING	Remaining
1100	REGULAR EDUCATION	\$4,663,000.00	\$1,019,588	78%
1200	SPECIAL EDUCATION	\$850,000	\$158,387	81%
2100/2150	SUPPORT SERVICES - PUPILS	\$521,000	\$129,155	75%
2200	SUPPORT SERVICES - STAFF	\$160,000	\$32,762	80%
2310	BOARD OF EDUCATION	\$68,000	\$7,832	88%
2320	EXECUTIVE ADMINISTRATION	\$205,000	\$54,048	74%
2330	DISTRICT LEGAL SERVICES	\$25,000	\$7,396	70%
2410	OFFICE OF THE PRINCIPAL	\$450,000	\$77,804	83%
2510	GENERAL ADMINISTRATION/BS	\$300,000	\$43,819	85%
2610	MAIN. & OPERATION OF BLDs.	\$876,570	\$245,659	72%
2710	REGULAR TRANSPORTATION	\$128,000	\$38,540	70%
2712/2730	SCHOOL AGE SPED TRAN.	\$15,000	\$7,933	47%
3155	TEXTBOOK LOAN		\$6,626	
3300	COMMUNITY SERVICES		\$26,990	
3400	PRIVATE/CATEGORICAL GRANTS	\$90,000	\$9,830	
3535/3551	STATE PROGRAMS	\$15,000	\$6,626	
4700	BUILDING IMPROVEMENTS			
6000	FEDERAL PROGRAMS	\$1,430,000	\$238,032	83%
8000	TRANSFER TO DEPRECIATION			
8000	TRANSFER TO ATHLETICS/LUNCH			
8000	TRANSFER TO OTHERS	\$35,000		100%
	BUDGET GROWTH	\$200,000.00		100%
	TOTAL BUDGET	\$10,031,570	\$2,111,025	79%

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	5		
Checking	5	Fund: 05 ACTIVITY FUND	
AMSTERDAM PRINTING	6953712	Red & Grey Imprinted pens	514.95
		Vendor Total:	514.95
BARTEE, JIM	Official-V G&B BB	Official-V G&B 11-23 Hall of Fame	70.00
		Vendor Total:	70.00
BERANEK, TYLER	Official-V G&B BB	Official-V G&B BB 12-2-21 Schuyler	125.00
		Vendor Total:	125.00
BRANDL, ERIC	Official-MS WR 11-11	Official-MS WR Invite 11- 11-21	185.00
		Vendor Total:	185.00
BSN SPORTS, LLC	914596495	Shooting Shirts	639.11
BSN SPORTS, LLC	914717369	Fundraiser supplies (Bars & Shakes)	310.00
		Vendor Total:	949.11
CHOICE FOODS	001019231344	Supplies	43.03
CHOICE FOODS	001083310828	Supplies	26.14
CHOICE FOODS	001092301200	Supplies	20.80
CHOICE FOODS	002063900745	Supplies	25.30
CHOICE FOODS	002074720732	FCCLA meeting	26.05
		Vendor Total:	141.32
CHRISTIANSEN, ALLEN	Official-V G&B BB	Official-V G&B BB 12-4-21 Clarkson-Leigh	125.00
		Vendor Total:	125.00
CLASSIC SPORTSWEAR	Letter Jacket Dep	Letter Jacket Deposit-Big Red Club	2,400.00
		Vendor Total:	2,400.00
COLLE, TREY	Official-V G&B BB	Official-V G&B BB 12-2-21 Schuyler	125.00
		Vendor Total:	125.00
COMPLETE FLOORS INC	2,342,599 4-9- 22	Prom 2022 (4-9-22) DJ & Photo Booth	945.00
COMPLETE FLOORS INC	V*2,342,599 4- 9-22	Prom 2022 (4-9-22) DJ & Photo Booth	(945.00)
		Vendor Total:	0.00
COMPLETE WEDDINGS & EVENTS	2,342,599 4-9- 22	Prom 2022 (4-9-22) DJ & Photo Booth	945.00
		Vendor Total:	945.00
COUFAL, AUSTIN	Official-MS WR 11-11	Official-MS WR Invite 11- 11-21	185.00
		Vendor Total:	185.00
CRILLY, COLLIN	Official-JV B BB	Official-JV B BB 12-4-21 Clarkson-Leigh	45.00
CRILLY, COLLIN	Official-JV G BB	Official-JV G BB 12-2-21 Schuyler	45.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
CRILLY, COLLIN	Official-MS G BB	Official-MS G BB 11-11-21 Schuyler	90.00
CRILLY, COLLIN	Official-MS G BB 2	Official-MS G BB 11-16-21 Twin River	90.00
Vendor Total:			270.00
CRILLY, JIM	Official-JV B BB	Official-JV B BB 12-4-21 Clarkson-Leigh	45.00
CRILLY, JIM	Official-JV G BB	Official-JV G BB 12-2-21 Schuyler	45.00
CRILLY, JIM	Official-MS G BB	Official-MS G BB 11-11-21 Schuyler	90.00
CRILLY, JIM	Official-MS G BB 11	Official-MS G BB 11-16-21 Twin River	90.00
Vendor Total:			270.00
CUSTOM SPORTS	121931316	Boys Basketball t-shirts	254.66
CUSTOM SPORTS	31112	Apparel for resale	412.00
CUSTOM SPORTS	31220	WR Coaches Polos	222.00
CUSTOM SPORTS	31224	T-shirts	598.00
CUSTOM SPORTS	31231	T-shirts - resale	1,228.00
Vendor Total:			2,714.66
EHRISMAN, REID	Official-JV B BB	Official-JV B BB 12-2-21 Schuyler	45.00
EHRISMAN, REID	Official-JV G BB	Official-JV G BB 12-4-21 Clarkson-Leigh	45.00
EHRISMAN, REID	Official-MS G BB	Official-MS G BB 11-30-21 EV	90.00
Vendor Total:			180.00
EUREK, PAT	Official-MS G BB	Official-MS G BB 11-22-21 EPPJ	90.00
Vendor Total:			90.00
FLOSPORTS	237028132	MS WR Invite Scorer 11-11- 21	100.00
Vendor Total:			100.00
GRAPHIC EDGE, THE	1542649	Coaches Pullovers	314.42
Vendor Total:			314.42
HEDRICK, TOM	Official-JV B BB	Official-JV B BB 12-2-21 Schuyler	45.00
HEDRICK, TOM	Official-JV G BB	Official-JV G BB 12-4-21 Clarkson-Leigh	45.00
Vendor Total:			90.00
HOBBY LOBBY	11-20-21	Supplies- Christmas Door Decorating	26.94
Vendor Total:			26.94
HOLIDAY INN OF KEARNEY	83820	AD Conference	219.90
Vendor Total:			219.90
HOWELLS-DODGE PUBLIC SCHOOLS	Entry Fee-HS WR	Entry Fee-HS WR 12-4-21 Howells Invite	115.00
HOWELLS-DODGE PUBLIC SCHOOLS	MS WR Entry 11- 18	Entry Fee-MS WR 11-18-21 Howells-Dodge	90.00
Vendor Total:			205.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
HUDL	21-22 Renewal Fee	2021-22 Renewal Subscription	3,600.00	
		Vendor Total:		3,600.00
HY-VEE FOOD STORE	4833856093	VB Parents' Night	18.00	
HY-VEE FOOD STORE	4833969339	Cross Country Parents' Night	4.50	
HY-VEE FOOD STORE	4834942383	Pizzas-coaches mtg	13.10	
HY-VEE FOOD STORE	4835025493	Credit for Tax on 4834942383	(1.10)	
		Vendor Total:		34.50
JAYMAR BUSINESS FORMS INC	060329	Activity Fund Checks	285.63	
		Vendor Total:		285.63
JOHNSON, MIKE	Official-V G&B BB	Official-V G&B BB 12-4-21 Clarkson-Leigh	125.00	
		Vendor Total:		125.00
KING LANES	Rohkeus House Reward	Rohkeus House Reward Trip	156.00	
		Vendor Total:		156.00
MADISON CHAMBER OF COMMERCE	Annual Banquet	2021 Annual Banquet Sponsorship	250.00	
		Vendor Total:		250.00
MAHASKA	3250331	Supplies	428.18	
MAHASKA	943652	Beverages	39.84	
MAHASKA	944053	Beverages	96.30	
MAHASKA	944223	Beverages	43.56	
MAHASKA	944295	Supplies	50.22	
		Vendor Total:		658.10
MENARDS - NORFOLK	13562	Supplies	220.00	
		Vendor Total:		220.00
MPS GENERAL FUND	Learning A-Z 4432226	Reimburse-Learning A-Z #4432226	416.00	
		Vendor Total:		416.00
NATIONAL FFA ORGANIZATION	1672233	FFA Jackets, Ties, Scarves	960.00	
		Vendor Total:		960.00
NE HIGH SCHOOL SPORTS HALL OF FAME FOUNDATION	11-23-21 Game	Hall of Fame G&B BB Game- 11-23-21	353.50	
		Vendor Total:		353.50
NEBRASKA FFA ASSOCIATION	646128	Chapter NE027 - Membership Dues	648.00	
NEBRASKA FFA ASSOCIATION	647940	Chapter NE0207 Membership Dues	36.00	
		Vendor Total:		684.00
NEWMAN GROVE PUBLIC SCHOOL	Entry Fee-MS WR	Entry Fee-MS WR 11-18-21 Newman Grove	60.00	
		Vendor Total:		60.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
OSWALD, MERLIN	Official-MS G BB	Official-MS G BB 11-22-21 EPPJ	90.00	
OSWALD, MERLIN	Official-MS G BB-1	Official-MS G BB 11-30-21 EV	90.00	
		Vendor Total:		180.00
PIZZA HUT OF MADISON	16	Concessions	36.00	
PIZZA HUT OF MADISON	16 10-15-21	Concessions	36.00	
PIZZA HUT OF MADISON	16 10-19-21	Concessions	36.00	
PIZZA HUT OF MADISON	23	Meal - final meet cancellation	60.07	
PIZZA HUT OF MADISON	25	Concessions	36.00	
		Vendor Total:		204.07
PYRAMID SCHOOL PRODUCTS	S1427594.002 -1	Supplies-Basketballs	275.94	
		Vendor Total:		275.94
RETHWISCH, GAGE	Official-V G&B BB	Official-V G&B BB 11-23 Hall of Fame	70.00	
		Vendor Total:		70.00
ROWE, TROY	Official-V G&B BB	Official-V G&B BB 12-2-21 Schuyler	125.00	
		Vendor Total:		125.00
SCHUYLER CENTRAL HIGH SCHOOL	Entry Fee-MS WR	Entry Fee-MS WR 12-4-21 Schuyler Invite	100.00	
		Vendor Total:		100.00
SHERER, CHARLES	Official-MS WR 11-11	Official-MS WR Invite 11- 11-21	185.00	
		Vendor Total:		185.00
STANTON COMMUNITY SCHOOLS	Entry Fee-One Act	Entry Fee-One Act Festival 11-15-21	75.00	
		Vendor Total:		75.00
SWANSON, KEN	Official-V G&B BB	Official-V G&B BB 12-4-21 Clarkson-Leigh	125.00	
		Vendor Total:		125.00
SYNCB/AMAZON	449847653753	Hydration Test Strips	14.25	
SYNCB/AMAZON	469868355648	Laundry Bags	85.40	
SYNCB/AMAZON	569583354495	Supplies	18.00	
SYNCB/AMAZON	859493993577	Supplies	211.49	
SYNCB/AMAZON	948947839549	Supplies	167.46	
		Vendor Total:		496.60
TARGET	256467	Gift Cards-Top Fruit Salesmen	75.00	
		Vendor Total:		75.00
TASLER, NATE	Official-MS WR 11-11	Official-MS WR Invite 11- 11-21	185.00	
		Vendor Total:		185.00
TOMKA, STEVE	Official-V G&B BB	Official-V G&B BB 11-23 Hall of Fame	70.00	
		Vendor Total:		70.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
U.S. POSTAL SERVICE	Mail sports letters	Postage to mail "sports letters"	9.30	
		Vendor Total:		9.30
US BANK CARDMEMBER SERVICES	3028	Scripts	32.00	
US BANK CARDMEMBER SERVICES	3743	Scripts	75.00	
US BANK CARDMEMBER SERVICES	9315	Scripts	75.04	
		Vendor Total:		182.04
WALMART COMMUNITY	Approval #845390	Fabric	111.95	
		Vendor Total:		111.95
WINNERS' CIRCLE	53949	Cross Country Awards	31.10	
		Vendor Total:		31.10
		Fund Total:		20,550.03
		Checking Account Total:		20,550.03

MADISON PUBLIC SCHOOLS					
Activity Fund Balance Report					
NOVEMBER 21		Fund 05			
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
AD	3,137.18	995.84	1,409.95	0.00	3,551.29
Art Club	1,016.24	0.00	0.00	0.00	1,016.24
Band	2,709.03	0.00	0.00	0.00	2,709.03
Boys BB	4,534.62	1,136.75	335.50	0.00	3,733.37
Boys BB FR	2,142.37	1,208.19	0.00	0.00	934.18
Cheerleaders	1,759.87	0.00	250.00	0.00	2,009.87
Class of 2021	189.72	0.00	0.00	0.00	189.72
Class of 2022	1,713.05	0.00	0.00	0.00	1,713.05
Class of 2023	2,925.70	945.00	0.00	0.00	1,980.70
Class of 2024	1,175.52	0.00	10.00	0.00	1,185.52
Class of 2025	85.45	0.00	0.00	0.00	85.45
Concessions	14,002.51	862.10	1,340.40	0.00	14,480.81
Courtesy	1,948.22	0.00	0.00	0.00	1,948.22
Cross Country	607.44	60.07	0.00	0.00	547.37
Cross Country FR	1,301.16	31.10	163.20	0.00	1,433.26
Danceline	2,139.32	0.00	250.00	0.00	2,389.32
District Funds	15,004.23	285.63	1,047.04	0.00	15,765.64
Elem Activity Acct	5,299.92	0.00	0.00	0.00	5,299.92
Elem PTO	1,684.47	0.00	0.00	0.00	1,684.47
Elem Student Council	47.00	0.00	0.00	0.00	47.00
ELL Class	554.91	416.00	0.00	0.00	138.91
Emergency Assistance	1,533.24	0.00	0.00	0.00	1,533.24
Ethnic Diversity Club	1,740.53	0.00	0.00	0.00	1,740.53
FCCLA	766.55	26.05	0.00	0.00	740.50
FFA	6,925.05	1,762.03	8,509.00	0.00	13,672.02
Football	2,306.33	300.00	0.00	0.00	2,006.33
Football FR	3,023.14	310.00	580.00	0.00	3,293.14
Football Youth	250.00	0.00	0.00	0.00	250.00
Girls BB	3,977.52	1,856.75	832.50	0.00	2,953.27
Girls BB FR	2,450.76	1,826.00	1,061.00	0.00	1,685.76
Golf	1,301.76	0.00	0.00	0.00	1,301.76
Golf FR	633.35	0.00	0.00	0.00	633.35
Homecoming	209.34	0.00	0.00	0.00	209.34
Honor Society	1,119.19	179.70	373.00	0.00	1,312.49
HS Student Council	1,723.34	26.94	49.00	0.00	1,745.40
M Club	5,385.13	522.50	0.00	0.00	4,862.63
Marketing Comm.	16,402.55	3,186.25	0.00	0.00	13,216.30
MS Activity Acct	4,058.88	0.00	0.00	0.00	4,058.88
MS Houses	1,056.25	156.00	100.00	0.00	1,000.25
Music Boosters	5,286.07	0.00	0.00	0.00	5,286.07
Musical	3,118.49	0.00	0.00	0.00	3,118.49

<u>Lunch Fund Balance Report</u>					
NOVEMBER 21		Fund 06			
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
FUND BALANCE	147,951.84	38,431.25	41,754.45	0.00	151,275.04
					<u>FUND 06</u>

Student Fund Balance Report					
NOVEMBER 21	Fund 12				
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
FUND BALANCE	5,417.23	0.00	120.45	0.00	5,537.68
					<u>FUND 12</u>

MADISON PUBLIC SCHOOLS					
Activity Fund Balance Report					
NOVEMBER 21		Fund 05			
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
AD	3,137.18	995.84	1,409.95	0.00	3,551.29
Art Club	1,016.24	0.00	0.00	0.00	1,016.24
Band	2,709.03	0.00	0.00	0.00	2,709.03
Boys BB	4,534.62	1,136.75	335.50	0.00	3,733.37
Boys BB FR	2,142.37	1,208.19	0.00	0.00	934.18
Cheerleaders	1,759.87	0.00	250.00	0.00	2,009.87
Class of 2021	189.72	0.00	0.00	0.00	189.72
Class of 2022	1,713.05	0.00	0.00	0.00	1,713.05
Class of 2023	2,925.70	945.00	0.00	0.00	1,980.70
Class of 2024	1,175.52	0.00	10.00	0.00	1,185.52
Class of 2025	85.45	0.00	0.00	0.00	85.45
Concessions	14,002.51	862.10	1,340.40	0.00	14,480.81
Courtesy	1,948.22	0.00	0.00	0.00	1,948.22
Cross Country	607.44	60.07	0.00	0.00	547.37
Cross Country FR	1,301.16	31.10	163.20	0.00	1,433.26
Danceline	2,139.32	0.00	250.00	0.00	2,389.32
District Funds	15,004.23	285.63	1,047.04	0.00	15,765.64
Elem Activity Acct	5,299.92	0.00	0.00	0.00	5,299.92
Elem PTO	1,684.47	0.00	0.00	0.00	1,684.47
Elem Student Council	47.00	0.00	0.00	0.00	47.00
ELL Class	554.91	416.00	0.00	0.00	138.91
Emergency Assistance	1,533.24	0.00	0.00	0.00	1,533.24
Ethnic Diversity Club	1,740.53	0.00	0.00	0.00	1,740.53
FCCLA	766.55	26.05	0.00	0.00	740.50
FFA	6,925.05	1,762.03	8,509.00	0.00	13,672.02
Football	2,306.33	300.00	0.00	0.00	2,006.33
Football FR	3,023.14	310.00	580.00	0.00	3,293.14
Football Youth	250.00	0.00	0.00	0.00	250.00
Girls BB	3,977.52	1,856.75	832.50	0.00	2,953.27
Girls BB FR	2,450.76	1,826.00	1,061.00	0.00	1,685.76
Golf	1,301.76	0.00	0.00	0.00	1,301.76
Golf FR	633.35	0.00	0.00	0.00	633.35
Homecoming	209.34	0.00	0.00	0.00	209.34
Honor Society	1,119.19	179.70	373.00	0.00	1,312.49
HS Student Council	1,723.34	26.94	49.00	0.00	1,745.40
M Club	5,385.13	522.50	0.00	0.00	4,862.63
Marketing Comm.	16,402.55	3,186.25	0.00	0.00	13,216.30
MS Activity Acct	4,058.88	0.00	0.00	0.00	4,058.88
MS Houses	1,056.25	156.00	100.00	0.00	1,000.25
Music Boosters	5,286.07	0.00	0.00	0.00	5,286.07
Musical	3,118.49	0.00	0.00	0.00	3,118.49

Lunch Fund Balance Report					
NOVEMBER 21		Fund 06			
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
FUND BALANCE	147,951.84	38,431.25	41,754.45	0.00	151,275.04
					<u>FUND 06</u>

Student Fund Balance Report					
NOVEMBER 21	Fund 12				
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
FUND BALANCE	5,417.23	0.00	120.45	0.00	5,537.68
					<u>FUND 12</u>

Board of Education Teacher Negotiations Meeting #2
Room
Wednesday, November 10, 2021 7:00 PM Central

Middle School/High School Conference
700 South Kent St., Madison, NE 68748

Meeting Notice Posted for September Special Hearing

City Office	9-22-2021
Library	9-22-2021
Front door of high school	9-22-2021
Madison Star Mail (Mtg Notice)	11-4-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig: Present, Jim Reeves: Present, Steve Ruh: Present. Present: 6 Absent: 0

- 1: Call the meeting to order
 - 1.1 Roll Call
 - 1.2 Pledge of Allegiance
 - 1.3 Open Meetings Act
 - 1.4 Madison Public Schools Mission Statement

- 2: Approve the Agenda

Motion to approve the agenda. Passed with a motion by Jim Reeves and a second by Steve Ruh.
Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea.
Yea: 6, Nay: 0

- 3: Negotiations meeting #2 with representatives of the Madison Education Association.
- 4: Discuss topics that the MEA negotiation team would like the Board to consider.
- 5: Board of Education request to caucus.
- 6: The Board of Education meets with MEA representative to offer a counter offer.
- 7: MEA representatives agreed to take offer back to MEA membership.
- 8: Adjourn the meeting.

Motion to adjourn meeting at 7:34 PM. Passed with a motion by Kate Ebeling and a second by Deb Neidig.
Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Deb Neidig: Yea, Jim Reeves: Yea, Steve Ruh: Yea.
Yea: 6, Nay: 0

President

Secretary

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HS Principal
Reid Ehrisman
MS Principal/EL

Karla Kush
Elementary Principal

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Celine Filsinger
Office Manager

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Superintendent Report December 2021

- **Admin Team discussion on academic results**

During the December 6th Administrative Team meeting a discussion was held about current practice and how we transition into a more focused three idea approach for helping support growth in academics. The Admin Team has a follow-up meeting scheduled for Friday December 14th to do some goal setting and establish the three priority areas/key approaches to help have a common approach to support staff.

- **Buildings and Grounds update**

The buildings and grounds committee met on December 8th to discuss some future needs for Madison Public Schools. It was requested that a agenda item be added to allow the full board to discuss and provide feedback on several topics. This meeting was very productive which should lead to a good conversation about next steps.

- **Big Red Club**

The jackets have been ordered and we hope to receive them in early January. I met with Mr. Mackey to generate some ideas to recognize this group with some special events at upcoming home events. The students will also have their names added to the video board at upcoming events. We are excited to kick this off to help build numbers of students that will represent our school district.



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Mr. Ehrisman- December 8, 2021

NUMBER OF STUDENTS IN THE MIDDLE SCHOOL

Grade Level	Current as of 12/8/21	Start of the year 8/4/21
6th Grade	36	35
7th Grade	41	40
8th Grade	42	42
MS Total	119	117

STUDENT REPORT

Grade Level	Attendance as of 12/8/2021	8/11-8/31	9/1-9/30	10/1-10/31	11/1-11/30
6th Grade	93.87%	95.57%	95.34%	91.45%	93.96%
7th Grade	94.79%	96.42%	94.31%	93.40%	95.44%
8th Grade	94.85%	94.97%	96.65%	92.94%	95.12%
MS Total	94.53%	95.64%	95.46%	92.63%	94.87%

of students in AMP

Week 10 (11/9)	8
Week 11 (11/16)	4
Week 12 (11/23)	6
Week 13 (11/30)	6
Week 14 (12/7)	11

- We completed the migrant CNA (Comprehensive Needs Assessment) which was submitted, along with the Title IC- Migrant Application, to the NDE.
- The MS Houses collected over 800 non-parish food and toiletries items for the food pantry. Our House Leaders delivered these to Janell Torres at the pantry (pics below)
- The NDE approved our Title I – SFI Middle School grant.

- We hosted our first ever “MS Family Fun and Photo Night” on Friday, December 3rd. This was a great opportunity for MS staff to connect with MS families (pics below)
- I took part in the first CSI Learning session of the year on Tuesday, November 16th. The topic for this zoom meeting was centered around each district’s school improvement plan.
- Jacquie Winbolt, BIST consultant, was in the MS on Thursday, November 21st.
- MS Math students are in the process of completing their winter iReady diagnostic. This week, the 6th grade students completed their Acadience testing.
- The District is in the process of purchasing two wireless vape detectors that will be installed in the boy’s and girl’s restroom by the Art room.



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December Board Report 2021- Jim Crilly HS Principal

Enrollment

9th Grade 29 Students
10th Grade 44 Students
11th Grade 37 Students
12th Grade 37 Students
Total Enrollment- 147 students
November Enrollment- 145 Students

Attendance

9th grade- 92.85 %
10th grade- 91.80 %
11th grade- 94.47 %
12th grade- 88.74 %
Total Average- 91.93 %

Congrats to our One-Act on receiving 4th place at Districts @ Elkhorn Valley

Semester Test Dates December 13th- Dec 17th

Ms. Philips is in the process of selling poinsettias for FFA. They have been growing these in the greenhouse. You are able to purchase on line this year.

Pre-Registration will begin in January for 2022 School year.

The IT department (Mr. Mackey) and Art Club (Ms. Wolta) with the help of Jackie Stueckrath helped make a display for Christmas in the park for Madison Public Schools! It looks great.

ACT Prep has begun with the class of 2023, they have been working on the rigors of taking a four-hour test, identifying strengths and weaknesses and how to improve test scores and projecting a possible score for each individual.

Shout out to Leo Gonzales who represents the UNL Extension office, 5-star leadership program. Leo has been working with Madison Students since 2010. He comes in 2 days a week, works with students who qualify with Homework, scholarships, ACT, FAFSA, and anything else for college prep. He currently serves 20+ students.

Facebook continues to be a valuable means of communication for the Madison School District. Last week we had over 4300 views.

New Directions continues to be a very successful program, currently we have 12 students attending. Mr. Koopman does a great job.



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Mrs. Kush – December 7, 2021
Elementary Principal

Number of Students in Elementary School

Grade Level	12/7/21	11/3/21	10/6/21	9/8/21	8/4/21
PreK-3	21	21	21	21	21
PreK-4	33	34	34	34	30
Kindergarten	36	37	38	37	36
1 st Grade	35	35	35	39	37
2 nd Grade	47	46	46	46	46
3 rd Grade	32	32	32	32	36
4 th Grade	29	30	30	28	28
5 th Grade	31	31	31	31	32
Total	264	266	267	268	266
					Last year ended with 271

Attendance Percentage

Nov. 2021	Oct. 2021	Sept. 2021	August 2021
94.1%	93.38%	94.18%	92.85%

1. The site visit for the PACT time portion of the Family Literacy Program took place on December 1st. PACT(Parent And Child Together) time is when the parent comes into school to participate in class with their child. This also builds a relationship with the parent and their child's teacher. We are currently working on the budget to submit for approval for our year two of three which is \$70,000.
2. The Elementary Winter Concert was Friday, December 10th.
3. Non-tenured teacher evaluations are complete for the first semester.
4. The December 8th teacher work day was beneficial for the staff to hold meetings and to catch up on work that has been piling up. The teachers in the lower grades attended LETRS training which has been a time commitment for them. The staff have also expressed that they are learning the why behind many of the reasons why reading and sounds need to be taught in certain ways.

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Mrs. Ernst's December Board Report

- **Professional Development**
 - Our December 8th CSI was a great opportunity for opportunities to meet with teachers and continue professional development. Elementary teachers met in the morning as a whole staff and then discussed our current alignment between our Reading program and the new NDE standards; the afternoon was spent on Unit 2 in LETRS. Middle school teachers had some time to dig into their iReady data and to celebrate the growth we are seeing with the additional practice during WIN time and then met to continue our study into the Explain phase and talk about chunking and processing instruction. High school met as a staff in the morning and spent the afternoon engaged in Marzano strategies and the Explain phase. Paras met in the morning to learn about some support strategies from ESU 8 and then had a session with Audrey on working with students with Autism.
- **Instructional Coaching**
 - Now that we have our winter benchmark in Acadience, we have started talking about what current practices have led us to see the great results, and what practices we would like to see changed as we grow in our understanding of the science of reading instruction. We are seeing good growth, but have a lot of work ahead of us to align our current practice to the knowledge we are gaining in LETRS.
- **School Improvement**
 - As we reflect on our benchmark and summative assessment scores, we continue to create plans and discuss initiatives; my goal is to make sure all of the things we talk about continue to align to our strategic plan and school improvement goals.

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December 2021 Board Report Landonn Mackey, Athletic Director

MS Sports Participation by Season

	Fall (10/18)	Winter	Spring
Boys	25 (43%)	TBD	TBD
Girls	43 (70%)	TBD	TBD
Total	68 (57%)		

MS Sports Participation by Sport

	Start	Complete
Football	---	22
Volleyball	---	31
Cross Country	---	17
Girls Basketball	25	---
Boys Basketball	---	---
Girls Wrestling	4	---
Boys Wrestling	14	---

HS Sports Participation by Season

	Fall (10/26)	Winter (12/8)	Spring
Boys	21 (32%)	34 (52%)	TBD
Girls	26 (33%)	28 (36%)	TBD
Total	47 (33%)	62 (43%)	

HS Sports Participation by Sport

	Start	Complete
Football	---	19
Volleyball	---	21
Cross Country	---	7
Girls Basketball	22	---
Boys Basketball	18	---
Girls Wrestling	6*	---
Boys Wrestling	16	---

- Winter sports are in full swing and each sport and level has had at least one competition.
- Big Red Club jackets have been purchased and are in production.
- MS Girls Basketball and MS Wrestling will wrap up by Friday, December 17th.
- Claudia Rivera Saldana received Honorable Mention All-Conference for her performance this volleyball season.
- Diego Gastelum, Douglas Chicas Jr., Daniel Paniagua, and Dago Gastelum received All-District honors in football this season.

Varsity Scoreboard

120 - Chris Estrada – 0-2
138 – Alex Molina – 1-2
138 – Keven Maldonado – 0-2
145 – Mauricio Hernandez – 2-2
152 – Kevin Rodriguez – 0-2
152 – Ulises Avila – 0-2

Wrestling

Howells-Dodge Invitational

160 – Cameron Hanson – 0-2
170 – Kevin Rodriguez – 0-2
220 – Gabe Casarrubias – 1-3 (6th)
285 – Nicholas Guerrero – 0-2
285 – Daniel Paniagua – 1-2

Ponca JV Tournament

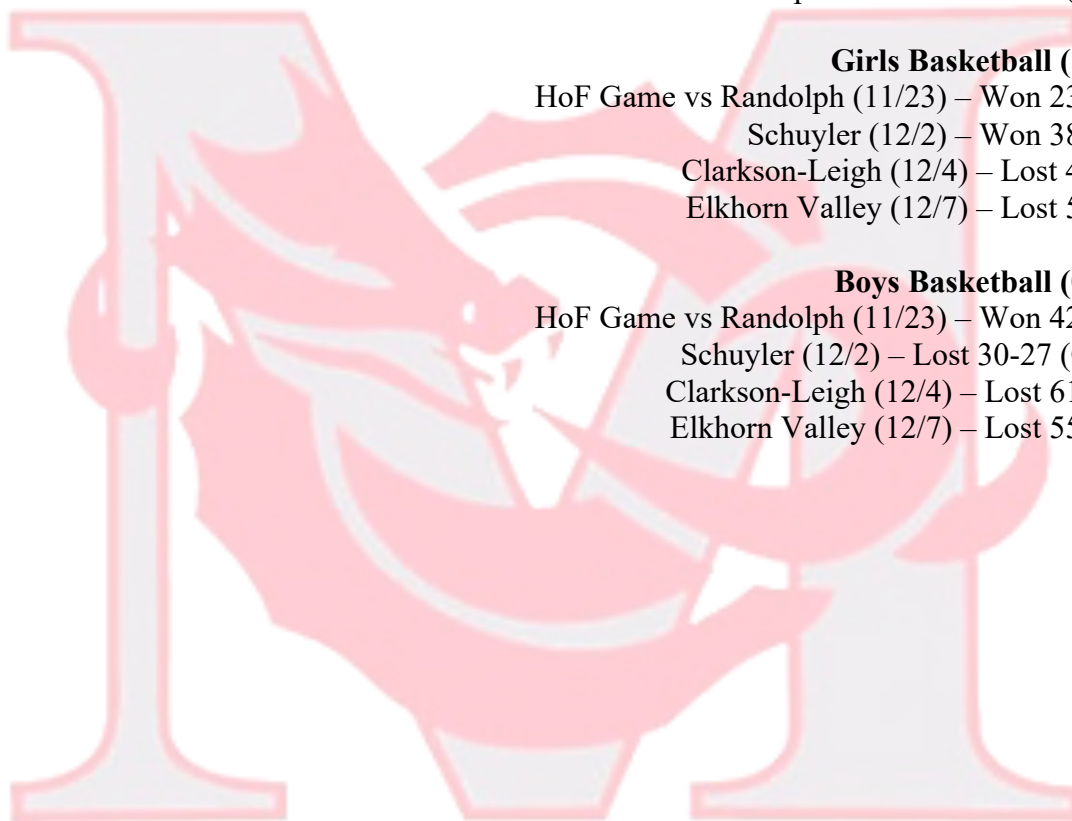
145 – Mauricio Hernandez – 3-0 (1st)
152 – Ulises Avila – 2-1 (2nd)
220 – Gabe Casarrubias – 3-0 (1st)
September Theirn – 2-0 (1st)

Girls Basketball (1-2)

HoF Game vs Randolph (11/23) – Won 23-11
Schuyler (12/2) – Won 38-10
Clarkson-Leigh (12/4) – Lost 44-6
Elkhorn Valley (12/7) – Lost 57-6

Boys Basketball (0-3)

HoF Game vs Randolph (11/23) – Won 42-34
Schuyler (12/2) – Lost 30-27 (OT)
Clarkson-Leigh (12/4) – Lost 61-32
Elkhorn Valley (12/7) – Lost 55-48



Summative Assessment Administration and Reporting Plan

NOTE: The COVID-19 pandemic continued to significantly impact The Nebraska Department of Education (NDE) Summative Assessment Administration and Reporting Plan for the 2020-2021 school year. The Nebraska Student-Centered Assessment System (NSCAS) Summative assessments were given as a Phase I Pilot and the Science test was a Field Test. As a result, NDE collected limited student proficiency data for ELA and Math, and there was no science proficiency data.

The Nebraska Department of Education Summative Assessment Administration and Reporting Plan includes information for the Nebraska Student-Centered Assessment System (NSCAS) for the 2021-2022 school year.

- The State Board of Education has adopted Nebraska College and Career Ready (CCR) standards for English Language Arts, Mathematics, and Science. The assessment plan reflects the transition of the statewide summative assessments to measure Nebraska’s College and Career Ready Standards.
 - English Language Arts assessments transitioned to measure CCR in spring 2017.
 - Mathematics assessments transitioned to measure CCR in spring 2018.
 - Science assessments will transition to measure CCR in spring 2022.

- All Nebraska statewide assessments are reported in three categories of achievement.
 - Content area assessments that are measured with the ACT, report three performance levels:
 - Developing
 - On Track
 - ACT Benchmark

Note: Students who score in the On Track and ACT Benchmark levels are identified as meeting expectations.
 - Assessments that have transitioned to measure Nebraska’s College and Career Ready Standards for general assessment, at grades 3-8 and for alternate assessment at grades 3-8 and High School, report three performance levels:
 - Developing
 - On Track
 - College and Career Ready Benchmark (CCR Benchmark)

Note: Students who score in the CCR Benchmark and On Track levels are identified as proficient.

- Pages three and four cover two items:
 - NDE protects the confidentiality of student information.
 - NDE assures inclusion of all students in statewide summative assessments, including students with disabilities and English learners. Nebraska schools have high participation rates, easily meeting the 95% federal requirement with many schools at 100%.
 - NDE expects participation rates to return to former levels as described in the previous bullet. Statewide assessment had a significant increase in the percentage of student’s

Summative Assessment Administration and Reporting Plan

that did not participate due to COVID-19 Pandemic. Participation rates vary by grade and content level but about 6% of students statewide did not participate. The participation rates varied greatly by district and school.

- At the top of page six is a link to the Statewide Summative Assessment Technical Reports. These reports include hundreds of pages explaining item validity, reliability of scoring, use of universal design, and hundreds of other technical requirements of large-scale testing.
- Pages six and seven include tables showing how the statewide summative assessments correlate to the national standardized assessments in which students participate.

Summative Assessment Administration and Reporting Plan

Nebraska Department of Education Summative Assessment Administration and Reporting Schedule 2021-2022				
Name of Summative Assessment	Grades Tested	Administration Dates	Performance Levels Reported	Released on Nebraska Education Profile
English Language Proficiency Assessment for the 21st Century (ELPA21)	Kindergarten-12	February 7- March 18, 2022	Proficient Progressing Emerging	Fall 2022
NSCAS Growth English Language Arts and Mathematics	3-8	March 21 - May 6, 2022	CCR Benchmark On Track Developing	Fall 2022
NSCAS Alternate English Language Arts and Mathematics	3-8 and 11 (third-year cohort)	March 21 - May 6, 2022	CCR Benchmark On Track Developing	Fall 2022
NSCAS General Science	5 and 8	March 21 - May 6, 2022	CCR Benchmark On Track Developing	Fall 2022
NSCAS Alternate Science	5, 8, and 11 (third-year cohort)	March 21 - May 6, 2022	CCR Benchmark On Track Developing	Fall 2022
NSCAS ACT English Language Arts Mathematics Science	11 (third-year cohort)	March 22- April 29, 2020 Dependent on mode	ACT Benchmark On Track Developing	Fall 2022
Nationally Norm-Referenced Assessment	At least one grade in each of the following two levels: grades 2-5; grades 6-8	Varies- Dependent on Assessment Used	Percentiles	Fall 2022

Summative Assessment Administration and Reporting Plan

- **Nebraska Department of Education provides measures to protect confidentiality of student information.**

NDE shall utilize various procedures and security measures to ensure the confidentiality of student records collected and maintained by the agency. These procedures shall include assignment of a unique identifier to each student, a system of restricted access to data, and statistical cutoff procedures.

 - A unique student identification number (Student State ID) is assigned to each Nebraska student. The Student State ID is computer-generated and contains no embedded meaning. After being checked for duplicates, it becomes permanently assigned.
 - Security protocols shall be designed and implemented by NDE. They shall limit who may have access to the data and for what purposes.
 - NDE has adopted masking rules to ensure that confidentiality is maintained in all public reporting of personally identifiable student information from educational records.
 - All NDE personnel collecting or using personally-identifiable student information shall be provided instruction regarding procedures adopted in accordance with this policy.
 - NDE shall maintain a current listing of agency personnel who have access to personally-identifiable student information through authentication and internal links.

- **Nebraska Department of Education provides measures to assure inclusion of students with disabilities, students who are English Learners, and students entering school for the first time.**
 - Students with Disabilities
 - All students with disabilities are expected to participate in the statewide summative assessments. No student, including students with disabilities, may be excluded from the state assessment and accountability system. All students are required to have access to grade-level content, instruction, and assessment.
 - Students with disabilities may be included in state assessment and accountability in the following ways:
 - Students may be tested on the statewide tests without accommodations.
 - Students may be tested on the statewide tests with accommodations specified in the student's IEP. Accommodations appropriate for the statewide tests are found in the [Nebraska Student-Centered Assessment System Accessibility Manual: How to Select, Administer, and Evaluate Use of Accessibility Supports for Instruction and Assessment of All Students](#)
 - Students may be tested on alternate statewide summative assessment measures.
 - Students Learning the English Language
 - Both state and federal laws require the inclusion of all students in the statewide summative assessments; therefore, English Learner students must be tested on statewide summative assessments.
 - ESEA requirements allow appropriate testing accommodations for all EL students.
 - In determining appropriate accommodations for students, districts should use the [Nebraska Student-Centered Assessment System Accessibility Manual: How to Select, Administer, and Evaluate Use of Accessibility Supports for Instruction and Assessment of All Students](#)

Summative Assessment Administration and Reporting Plan

- Recently Arrived Limited English Proficient Students
 - A Recently Arrived Limited English Proficient Student is defined by the U.S. Department of Education as a student with limited English proficiency who has attended schools in the United States for less than twelve months.
 - Under NCLB, students who had attended a U.S. school for less than 12 months could be granted a waiver from the NSCAS-ELA assessment. Under ESSA, all ELs in Nebraska must participate in all statewide summative assessments.

Technical Reports for Administration of Statewide Summative Assessment

- The department shall conduct studies to verify the technical quality of assessment instruments.

All Technical Reports of summative statewide assessment are available on the Nebraska Department of Education website.

<https://www.education.ne.gov/assessment/technical-reports/>

- The department shall conduct studies to demonstrate the comparability of assessment instrument results.
 - The annual correlation study was a linking study between NSCAS Summative and MAP Growth.

**Correlation of National Assessment Instruments (NAI) and
Nebraska Student-Centered Assessment System (NSCAS)
NSCAS-ELA-2021**

Correlation measures the strength of the linear association between two quantitative variables. The table below shows the correlation between the scores on the various NAI instruments and the NSCAS assessments. The sign of correlation gives the direction of the correlation. A correlation is always between -1 and +1 with negative values representing inverse relationships and positive values representing direct relationships. The correlation value measures the strength of the linear association.

National Assessment Instrument (NAI) Correlation with NSCAS-ELA		
	MAP Growth Reading	
GRADE	Corr.	Number of Tests
3	0.85*	15,096
4	0.84*	15,228
5	0.84*	15,137
6	0.84*	14,167
7	0.84*	14,771
8	0.84*	14,223

* Correlation is significant at the 0.01 level (2-tailed).

The results in the table represent a positive relationship between the NAI and NSCAS-ELA scores. All of these correlations (values greater than 0.7) would be characterized as strong correlations. All Nebraska districts are currently using MAP Growth as their NAI.

**Correlation of National Assessment Instruments (NAI) and
 Nebraska Student-Centered Assessment System (NSCAS)
 NSCAS-Mathematics-2021**

Correlation measures the strength of the linear association between two quantitative variables. The table below shows the correlation between the scores on the various NAI instruments and the NSCAS assessments. The sign of correlation gives the direction of the correlation. A correlation is always between -1 and +1 with negative values representing inverse relationships and positive values representing direct relationships. The correlation value measures the strength of the linear association.

National Assessment Instrument (NAI) Correlation with NSCAS-M		
	MAP Growth Mathematics	
GRADE	Corr.	Number of Tests
3	0.89*	15,062
4	0.87*	15,077
5	0.88*	15,215
6	0.88*	14,288
7	0.87*	14,108
8	0.87*	13,829

* Correlation is significant at the 0.01 level (2-tailed).

The results in the table represent a positive relationship between the NAI and NSCAS-M scores. All of these correlations (values greater than 0.7) would be characterized as strong correlations. All Nebraska districts are currently using MAP Growth as their NAI.

CERTIFICATION OF OFFICES - 2022 ELECTION

Due in the Office of the County Clerk no later than January 5, 2022

Pursuant to Nebraska State Statute §32-404(2), the governing board of each political subdivision which will hold an election in conjunction with a statewide election shall certify to the County Clerk the name of the subdivision, the number of officers to be elected, the length of the terms of office, the vacancies to be filled by election and length of remaining term, and the number of votes to be cast by a registered voter for each office. The certification must be completed in full. If you have any questions regarding the certification, do not hesitate to contact our office.

NAME OF SUBDIVISION: School District #1

COMPLETE ADDRESS: P.O. Box 450, Madison, Nebraska 68748

CONTACT PERSON: Alan Ehlers, Superintendent PHONE NUMBER: 402-454-3336 E-MAIL: aehlers@esu8.org

Office to be Elected	Name of Present Officeholder(s)	Length of Term	Annual Salary (if any)
<u>Board of Education</u>	<u>Harlow Hanson</u>	<u>4 years</u>	<u>None</u>
<u>Board of Education</u>	<u>Katie Ebeling</u>	<u>4 years</u>	<u>None</u>
<u>Board of Education</u>	<u>James Knapp</u>	<u>4 years</u>	<u>None</u>

HOW MANY OFFICERS WILL BE ELECTED FROM THE DISTRICT: 3
(Listed on the ballot as: Vote for up to Three)

I hereby certify that the above information is true and correct in regard to the nomination and election of officials to be elected for the above named subdivision. I further certify that officials for the above named offices will be nominated in the May 10, 2022 Primary Election and elected in the November 8, 2022 General Election.



Signature of Certifying Officer and Title

11-9-21

Date

Return to: Anne M. Pruss
Madison County Clerk
P.O. Box 290
Madison, Nebraska 68748-0290

****Reminders****

January 5, 2022 - First Day for Incumbent filing (Nebr. State Statue §32-606, 2021 Updated LB285)
February 15, 2022 - Incumbent Filing Deadline
March 1, 2022 - Last day for Non-Incumbents to file

Pursuant to §32-608(4) Nebraska Revised Statutes, no filing fee shall be required for any candidate filing for an office in which a per diem is paid rather than a salary or for which there is a salary of less than five hundred dollars per year. No filing fee shall be required for any candidate for membership on a school board, on the board of an educational service unit, on the board of governors of a community college area, on the board of directors of a natural resources district, or on the board of trustees of a sanitary and improvement district.

Filing fees for Mayor, City Council, and Village Boards is 1% if the salary exceeds \$500.00 payable to the City or Village. The receipt for the fee must accompany the filing.

4034
Staff Handbook

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4035
[Intentionally Left Blank]

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

4036
Crisis Response Policy

- I. **The following objectives apply to dealing with a crisis situation:**
- A. Ensuring the safety and emotional security of students.
 - B. Formulating a plan of action immediately that provides uniformity in the treatment of each crisis.
 - C. Identifying those students and staff who will likely be most strongly affected by grief.
 - D. Preserving, to the extent possible, the daily school routine and pre-scheduled activities so as not to draw others into deeper levels of grief than they would normally experience.
 - E. Monitoring students' progress through the stages of the grief process.
 - F. Making the school's resources available to parents and guardians who become concerned about their child's reaction to a crisis.
- II. **Policy**
- A. **School Hours**
 - 1. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
 - 2. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.
 - B. **Access to School Facilities**
 - 1. The school's facilities may not be used for funeral or memorial services during the school day.

2. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

C. Memorials

1. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval.

This policy is not intended to discourage the acceptance of memorial funds or specific items.

Adopted on: 2/8/2016

Revised on: 7/10/2017

Reviewed on: _____

4036.1 Crisis Response Team Duties

The school district will use a Crisis Response Team (CRT) to plan and coordinate efforts to deal with an emergency that involves the school, staff, and students. The primary concern will be the safety and welfare of students and staff, followed by the protection and salvaging of property.

The CRT will consist of the superintendent or designee (who will serve as general coordinator), the principal (who will serve as staff/operations coordinator), the counselor (who will serve as counseling services coordinator), one secondary and one elementary staff member, and one male and one female secondary student. Examples of situations that the CRT would address are the death of a student, staff member, local or national leader; an accident or illness involving any of the previously mentioned people; a threat to the safety of students or staff; weather-related disaster; or other incidents that seriously affect the school.

The superintendent will direct and coordinate CRT members. The principal will assume these responsibilities in the absence of the superintendent, and a designated board member will assume the responsibilities of the superintendent and principal in their absence. Team appointments and assignments may change annually based upon the district's needs.

During a crisis, school will be conducted in as normal and routine a manner as possible. To help provide students and staff with the services to cope with an emergency, the CRT may call upon patrons and school and community professionals who are skilled in providing counseling.

A careful balance must be maintained between the right of the public to information and the rights of the student and staff to privacy and normalcy. The general coordinator will be responsible for dealing with the media and providing information to the public.

Responsibilities of General Coordinator:

1. Pre-Crisis:
 - a. Appoint team members;
 - b. Call meetings;
 - c. Serve as chair of CRT; and

- d. Inform staff and community of functions of CRT.
2. When Crisis Occurs:
- a. Compile checklist of activities that must be addressed prior to meeting with CRT;
 - b. Decide whether to convene or postpone school with necessary transportation and scheduling adjustments; and
 - c. Communicate with president of the board. President of the board will communicate with remainder of board.
 - d. Conduct secretarial and custodial meetings to tell them what information to give out and to direct all visitors to the crisis headquarters.
 - e. Communicate as needed with police, civil defense, fire and emergency personnel;
 - f. See that students and staff are appropriately notified after CRT meeting;
 - g. Approve press releases and schedule news conferences;
 - h. Serve as approval authority on plans presented by other coordinators; and
 - i. Handle unexpected details as they arise.
3. Post Crisis:
- a. Critique the response strategy of the CRT after the crisis with the CRT; and
 - b. Report on the incident at the next regular (or emergency) board meeting.

Responsibilities of Staff/Operations Coordinator:

1. Pre-Crisis:
- a. Attend meetings;
 - b. Assist in informing staff and community of functions of CRT;
 - c. Arrange for special training as needed.
2. When Crisis Occurs:
- a. Meet with general coordinator;
 - b. Meet with CRT as needed;
 - c. Provide staff with necessary information.
 - d. Provide support services for staff: refer the staff to counseling services coordinator as needed, arrange for substitutes to be in the building, arrange for class coverage as needed, and keep staff updated.

- e. Support services for family: express condolences and offer support, check on financial matters for the family as needed (social security, insurance, retirement).
 - f. Check on funeral arrangements if needed, notify staff and students, and arrange substitutes as needed.
 - g. Support services for students: refer those needing support to counseling services coordinator and assist in calling community personnel as needed.
 - h. Keep records of occurrences as they happen.
3. Post Crisis:
- a. Critique the response strategies and turn in recommendation to the general coordinator; and
 - b. Meet with the CRT.

Responsibilities of Counseling Services Coordinator:

1. Pre-Crisis:
- a. Compile a list of support staff from the community and other area support services, with names and phone numbers; and
 - b. In-service CRT members and selected building personnel regarding specific counseling interventions for crises, especially the student members of CRT.
2. When Crisis Occurs:
- a. Meet with the general coordinator;
 - b. Meet with the CRT as needed;
 - c. Evaluate counseling needs for the day; involve support staff from the community and other agencies as needed;
 - d. Arrange for small group and individual counseling sessions for students, staff, and parents as needed;
 - e. Contact area mental health agencies if necessary for referral or additional assistance;
 - f. Arrange to visit classes as needed to make announcements, give details, answer questions, etc.;
 - g. Oversee the use of student records;
 - h. Maintain counseling records for follow-up;
 - i. Liaison with parents if necessary; and
 - j. Liaison with student representatives to CRT.
3. Post Crisis:

- a. Critique the response strategies used, update the crisis plan, and update counseling records and turn in recommendations to the general coordinator; and
- b. Be observant for support needed by CRT members and other involved staff.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

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 hiring's 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 of 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: 1/11/16

Revised on: _____

Reviewed on: _____

4038
Classified Staff Defined

The term "classified staff" means all employees other than certificated teachers and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4039

Employment of Classified Staff

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers (except certificated Nebraska school administrators or teachers) and keep a copy of that record on file and shall update it during the calendar year that coincides with the expiration of the driver's motor vehicle operator's license. Otherwise, the superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant. Criminal history or background checks shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Adopted on: 8-12-2019

Revised on: _____

Reviewed on: _____

4040
Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms stated.

Head Custodian

Employed on a 12-month basis
Provided appropriate level of Employee-Family coverage insurance
Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years, cumulative to 15 days.
Allowed 10 days of paid sick leave per year, adding one more day for every year employed, up to 15 days, cumulative to 45 days
Allowed 3 days of paid personal leave per year, these days do not accumulate
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day

Business Manager

Employed on a 12-month basis
Provided appropriate level of Employee-Family coverage insurance
Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years, cumulative to 15 days.
Allowed 10 days of paid sick leave per year, adding one more day for every year employed, up to 15 days, cumulative to 45 days
Allowed 3 days of paid personal leave per year, these days do not accumulate
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day

Lunch & Activities Secretary

Employed on an hourly basis only as needed
Offered Employee/Spouse coverage insurance, if declined, employee is given cash in lieu
Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years
Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 3 days of paid personal leave per year, these days do not accumulate

Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day

Allowed 2 personal days per year

Prior agreements allowed per superintendent's approval on an individual basis

Principal's/AD Secretary's

Employed on an hourly basis only as needed

Offered paid single coverage insurance, if declined, employee is given cash in lieu

Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years

Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 3 days of paid personal leave per year, these days do not accumulate

Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day

Allowed 2 personal days per year

Federal Programs

Employed on an hourly basis only as needed

Offered paid single coverage insurance, if declined, employee is given cash in lieu

Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years

Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 3 days of paid personal leave per year, these days do not accumulate

Cooks

Employed on an hourly basis only as needed

Offered paid single coverage insurance, if declined, employee is given cash in lieu

Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 2 days of paid personal leave per year, these days do not accumulate

Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Easter

Paid from the Hot Lunch Fund

Para Educators

Employed on an hourly basis only as needed
Offered paid single coverage insurance, if declined,
employee is given cash in lieu
Allowed 10 days of paid sick leave, cumulative to 45 days
Allowed 2 days of paid personal leave per year, these days
do not accumulate
Paid holidays to include Labor Day, Thanksgiving,
Christmas Day, New Year’s Day, and Easter

Physical Exam

Any non-certified school employees who are required to do
so by law must have a yearly physical examination.
Required physical exams will be paid for by the district and
a written notice given to the superintendent previous to
September 1 of the ensuing year.
The physical from a doctor may be specified by the board
on a proper form to be provided by the superintendent.
If the employee wishes to go to a doctor other than the
one specified by the board, the expenses will not be borne
by the district.

Summer Workshops for Food Handlers

Those employed to handle and prepare food for the Hot
Lunch Program are asked to attend the school provided by
the State Department of Food Services.
All costs of the school and registration fees will be paid by
the board of education. Transportation will be provided.

Non-Certified Substitute Pay

A substitute for a non-certified staff member will be paid
on an hourly rate set each year at the regular April school
board meeting.

Other Provisions Applicable to All Classified Staff

Rate of Pay

All classified staff shall be paid an hourly rate.
Classified employees who work more than 40 hours in a
workweek shall receive 1½ times their regular hourly rate
for each hour over 40 worked.

Adopted on: 1/11/16
Revised on: 8-12-2020
Reviewed on: _____

4041
Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, para-educators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on Friday which is considered a "dress down" day.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Adopted on: 6-12-2017

Reviewed on _____

Revised on _____

4042

Employee Social Security Numbers

Nebraska law prohibits employers from using or publishing an employee's social security number except under certain specified circumstances. This district shall 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.

Adopted on: 1/11/16

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.

communication systems to communicate with students: school e-mail account, text messaging, instant messaging, Canvas learning system, Google classroom and Zoom. 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 police department by calling (402) 454-3333, the county sheriff at (402)454-2110, or the Nebraska State Patrol at (402) 370-3456.

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: 10-12-20

Revised on: _____

Reviewed on: _____

4044
Staff Election Conduct

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.

2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.
3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.
6. Representing an employee's personal political position as the position of the school district or the board of education.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4045
Milk Expression

The district will 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.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4046

Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter "the committee") may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may Google candidates' full names and any aliases. Other search engines such as Yahoo or Bing may also be used. The committee may also search candidates' full names and any aliases on Facebook, MySpace, LinkedIn, Twitter, YouTube, SocialMention and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants' names.
3. The committee may not use deception to gain access to applicants' social networking pages, blogs or other on-line media.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
 - a. Disparaging remarks made about current or former co-workers, supervisors or employers,
 - b. Discriminatory, harassing or demeaning behavior or comments,
 - c. Unprofessional, lewd or obscene behavior or remarks,

- d. Criminal activity
 - e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought,
 - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.
6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4047

Implementation of Student Assistance Team Process

Pursuant to the Rules of the Nebraska Department of Education, the school district uses general education student assistance teams (SATs). SATs consider and create problem-solving and intervention strategies to assist classroom teachers to meet the needs of students who may be struggling in the general curriculum.

All teaching staff must:

- 1) Support the SAT process by appropriately referring students who may benefit from the SAT process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT.

The failure to support the SAT process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4048

Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
 - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska Student-Centered Assessment System Security Procedures;
 - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and

- ensuring the security of all test materials.

2. **Security Violations and Cheating**

a. **Classroom assessments**

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. **State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: 6/10/19

Revised on: _____

Reviewed on: _____

4049

[INTENTIONALLY LEFT BLANK]

Adopted on: _____

Revised on: _____

Reviewed on: _____

4050
Overtime and Compensatory Time

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

The district may grant compensatory time in lieu of overtime pay at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When an employee has accrued 240 hours of compensatory time, the district shall pay him/her at the rate of one and one-half (1½) times his/her regular rate of pay for each additional hour of overtime. An employee who asks to use compensatory time shall be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the district's operations.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher.

Payment for unused compensatory time shall be at the employee's regular rate of pay for each hour of compensatory time, not one and one-half (1½) times the regular rate of pay.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4051

Staff and District Social Media Use

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

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

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

B. School-Affiliated Social Media Use

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

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

A. General Use and Conditions

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

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

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

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

B. Acceptable Use

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

C. Unacceptable Use

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

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

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

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

B. Moderation of Third Party Content

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

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

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

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

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

Adopted on: 6/13/16

Revised on: 7/10/2017

Reviewed on: _____

4052

Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: 6/10/19

Revised on: _____

Reviewed on: _____

4053
Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
 - (4) The board approves the employment or supervisory position.

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

4054

Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4055
Head Teacher Position

The Board of Education finds that in order to provide for the effective management of the school system, to provide for harmonious working relationships among teaching staff, and to facilitate coordination of curriculum and extracurricular instruction, the district should create the position Head Teacher.

- 1) Assignment and Compensation
 - a) The Superintendent shall recommend an existing staff member to the Board of Education and the board shall approve or disapprove that recommendation. If the board disapproves the Superintendent's recommendation, the Superintendent shall recommend another candidate.
 - b) The assignment of a staff member to the position of Head Teacher shall be for the upcoming school year only, although the same teacher may be reassigned to the position for as many successive years as the Superintendent and Board determine to be appropriate.
 - c) The Head Teacher assignment is not a part of the teacher's basic teaching contract with the district, and is not subject to any of the provisions of the continuing contract law set forth in section 79-824 through 79-842 of the Nebraska Statutes.
 - d) Compensation for Head Teacher duties will be negotiated with the Education Association and listed on the salary schedule for other extracurricular and non-curricular assignments.

- 2) Duties
 - a) The Head Teacher will be the Principal's designee for all circumstances contemplated by board policy or state statute.
 - b) The Head Teacher will act as the building administrator when the Principal is absent from the district or otherwise unable to perform administrative duties.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

4056

Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements.

Staff members who submit their resignations to the board of education by April 14 will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: 8/13/18

Revised on: _____

Reviewed on: _____

4057

Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations shall take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation shall take place at or prior to the December board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The

superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to individually evaluate the superintendent and complete an evaluation document. The board shall compile the individual evaluations into a single evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal or cancellation of the employment contract.

Adopted on: 1/11/16

Revised on: _____

Reviewed on: _____

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Employment\4057

Superintendent

4058

Confidentiality in Counseling and Guidance

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

Adopted on: 1/11/16

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: 9-12-2016

Revised on: 7-10-2017

Reviewed on: _____

4060 School Vehicle Use

Pupil Transportation Vehicles. The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students. School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last 3 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 3 points or more under an operator's license point system within the last 3 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

4061

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

Reporting Workplace Injuries. Staff members who are injured while performing duties or who witness workplace injuries must report them to the superintendent or superintendent's designee as soon as possible after being injured or witnessing an injury. Staff members must prepare written statements regarding the injuries they sustained or witnessed when they are asked to do so by the school district. Failure to report a workplace injury as a witness will constitute insubordination and neglect of duty and may result in adverse employment action up to and including termination or cancellation of employment. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

Returning to Work after Workplace Injuries or Non-Workplace Injuries or Illness. Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

Termination After Workplace Injuries or Illness. Unless otherwise covered in an individual employment contract, employees may be terminated after suffering a workplace injury or illness when the district has a legitimate, nondiscriminatory reason for doing so. Such reasons include but are not limited to:

- Necessity to fill the position to maintain continuous services as required by law or district policy or standards;
- Performance deficiencies of the employee unrelated to the injury or illness;
- Unavailability of substitute or replacement employees;
- When the absence will negatively impact students' educational experience or opportunities; or
- Any other reason not otherwise prohibited by law.

The district may make such employment determinations regardless of whether the employee has returned to work and regardless of whether a medical professional has certified that the employee has reached maximum medical

improvement. In the event the injury or illness lasts beyond the amount of leave time provided by the district and by the Family Medical Leave Act, which is generally no greater than 12 weeks, the employee may be terminated even if the employee remains eligible for Workers' Compensation under state law or short or long-term disability under a policy available through the district. In no event will an employee be terminated as retaliation for filing a Workers' Compensation claim.

Termination After Non-Workplace Injuries. Unless otherwise covered in an individual employment contract or prohibited by law, employees who are unable to perform any of the essential functions of their positions with reasonable accommodation(s) due to injury or illness occurring outside of the workplace may be terminated. The employee's position or a similar position will be held open only as required by law, such as the Family Medical Leave Act.

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

4062 Locker Room Supervision

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted on: 6/8/2020

Reviewed on: _____

Amended on: _____

Negotiated Agreement

between

**The Board of Education of Madison Public Schools,
Madison County District #59-0001**

and

The Madison Education Association

including

Selected Policies Guiding Certificated Employment

for the

2022-23 & 2023-2024 School Years

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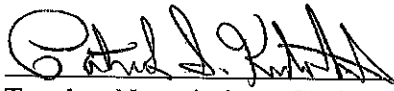
The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.

CORE BELIEFS

- A. All students can learn.
- B. Appropriate learning opportunities must be provided for all learners.
- C. Educational aids in the on-going development of responsible citizens.
- D. The social, emotional, physical and intellectual growth of each student must be promoted.
- E. The community has the responsibility to provide adequate resources to enhance learning.
- F. The educational process must provide a foundation for life-long learning for all.
- G. Participation in co-curricular activities enhances self-esteem, self-discipline and learning.
- H. Education is a shared responsibility among the school, family and community.
- I. Learning improves when mutual respect and appreciation are shown by all involved in the education process.
- J. Learning is enhanced when standards for behavior and academics are clearly communicated.
- K. The educational program must prepare students for an ever changing, global society.
- L. The family has the responsibility for the physical and emotional needs of its children.

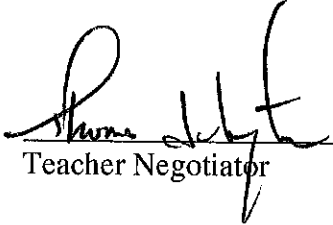
Preamble

This booklet documents the agreement reached regarding the negotiated agreement between the Madison Public School Board of Education and the Madison Education Association. This agreement was approved by teachers on November 17, 2021, by the Board of Education on December 13, 2021, and becomes effective on the date signed by both parties immediately below.




Teacher Negotiations Chair 12/3/21
Date

Board Negotiations Chair _____
Date



Teacher Negotiator 12/3/21
Date


Board Negotiator _____
Date



Teacher Negotiator 12/3/21
Date

Board Negotiator _____
Date

Teacher Negotiator _____
Date



Board Negotiator _____
Date

Board Negotiator _____
Date

Board Negotiator _____
Date

Article I

Recognition

The Board recognizes the Madison Education Association as the exclusive and sole collective negotiating representative for all teachers employed by the District.

Article II

Salary Schedule

- A. Base Salary: The 2022-23 base salary for a teacher with a bachelor's degree and no prior experience shall be **\$37,900**. The vertical steps and horizontal lanes of the schedule are shown in Appendix A, attached hereto and made a part of this agreement. The 2023-24 base salary for a teacher with a bachelor's degree and no prior experience shall be **\$38,600**. The vertical steps and horizontal lanes of the schedule are shown in Appendix A, attached hereto and made a part of this agreement.
- B. Placement Authority: Each year the administration will have the authority to place four new teachers on the salary schedule up to and not exceeding their actual level of experience. This allows the administration the discretion to grant experience beyond the 5-year level to four teachers on a yearly basis.
- C. Professional Growth: Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the school board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees. Further clarification regarding non-college credit based professional growth (workshops, etc.) is provided in policy 409.01.
- D. Compensation for Extra Service: Service beyond the typical 185 day contract will be compensated at the rate of 1/185th of the district base pay per day. This policy became effective beginning in the 1996-97 school year. Teachers with other contract arrangements for 1996-97 will begin in 1997-98. This policy does not include other arrangements for teaching summer school sessions. Negotiated September, 2007
- E. Mileage: Staff traveling on authorized school business in their own vehicle when a school vehicle is not available or when a school administrator has approved personal vehicle use will be reimbursed at the "State Rate" for mileage reimbursement.
- F. Grievance Procedure: A grievance procedure for Certified Employees of the Madison School District is in effect. Details and procedures are shown in Appendix D.
- G. Teacher Class Load: Teacher class-load will be seven (7) classes. If a (8) class or its time equivalent is assigned to a teacher, the salary adjustment will be 8% of base pay. (1985-86) Teachers with assigned classes requiring 7 different preps will be compensated as per extra duty schedule.

Negotiated November, 2010

Teachers will be provided equitable amounts of individual planning time on a weekly basis.

Revised January, 2017

H. Substitute Pay: Elementary, middle, and high school teachers will be compensated when substituting for Guidance, Music, PE, and middle school coaching during their regularly scheduled prep time at these calculated rates:

- one High School period: base salary/185/7
- one Middle School block: base salary/185/7
- Elementary School: base salary/185/8 times the decimal equivalent of minutes subbed

No substitute pay will be provided when teachers are assigned to cover duties typically performed by classified staff members such as lunch duty, recess, library, etc.

Negotiated December, 2006

J. Teacher Compensation: Teachers who are required by the administration to attend special classes or workshops to gain information and knowledge for instruction of their students will be compensated in addition to their regular salary. There will be no additional compensation if the classes are held during teacher contract time. Otherwise, they will be compensated on an hourly basis using the following formula: District Base/185/7.

K. Grandfather Section of Salary Schedule: This portion of the negotiated agreement was developed to provide a salary factor for teachers who earned more than 36 hours of graduate level credits, but didn't have those hours in an approved masters degree program. It was provided for specific teachers at its inception and not intended for any others. When those teachers in the grandfather section are no longer employed by the district all references to "grandfather provisions" will be removed from the negotiated agreement and salary schedule.

Negotiated December, 2006

The grandfathered steps will be removed for the 2017-2018 school year. Teachers on these steps will be placed on the BA +36 step with commensurate years of experience.

Revised January, 2017

L. Attendance At Training Sessions Requested By The School District: Participants at these sessions will be gaining knowledge and information they will use as leaders for local program development or implementation of the program. Compensation will be at the rate of District Base/185/7 per day when the workshop does not fall on a regular contract day and attendance of 7 hours or more per day is required. When attendance is less than for 7 hours, compensation will be at a rate of District Base/185/7 of the base pay per hour. This would include evenings and partial days on non-contract days. Examples of workshops would be the SCIP program, A+, Effective Schools, Strategic Planning, Curriculum planning and development. Examples of items not included would be meetings/conferences with parents and faculty (i.e. parent/Teacher Conferences, IEP meetings, faculty meetings, Title I/Migrant Meetings).

M. Participation On A School Committee: Participants serving on a school committees not included on the Extra Duty Schedule, requiring the teacher's professional skills, outside of the school day will be compensated at an hourly rate of District Base/185/7.

N. Attendance At Conferences That Are Approved By The Board: Payments will be made by the district for registration fees, transportation, daily meal allowance, and lodging. Conferences held on school days will not be encouraged and must have prior administrative approval. When school vehicles are available that is the mode of transportation to be used.

- O. District Paid College Courses For Credit: College courses must be approved by the Superintendent and must also fulfill the requirements of the district's strategic educational plan to qualify for school district payment of tuition and registration, transportation allowance and stipend allowance per credit hour. College hours paid by the district cannot be counted for advancement on the teacher salary schedule. Application to the Superintendent to consider payment of the college hours must be made prior to taking the course. These hours may be used for professional growth requirements. The policy on professional growth requiring a teacher without a master's degree or BA+36 to earn six college hours every four years is presently in force.

note: Guidelines For Curriculum Review was removed from the Negotiated Agreement September, 2007

- P. Extra Duty: The Extra Duty Pay Schedule is set forth in appendix B of this document. Additions to the extra duty schedule must be made through negotiations. In order to eliminate the cost for summer camps for all students, the board agrees to provide 2% of base salary for a free-to-students camp at the age level determined by the head coach for football, softball, volleyball, boys and girls basketball, and wrestling. The board agrees to provide an extra 1% of base salary available for additional supplies, materials, and assistance for the free camp. The free camp must occur before a coach can schedule a fee-based camp. Since softball is in a portion of its competitive season during the summer, the coach may schedule this camp at another time during the school year. Each camp that is offered will provide a minimum of ten hours of instruction. This item will be reviewed on an annual basis and may be eliminated by either party.

Negotiated December, 2006

- Q. Monthly Payments: Teachers shall be paid in twelve (12) monthly payments on the 20th day of each month beginning on September 20th. If the 20th of the month falls on a weekend, holiday, or vacation period, payroll will be distributed on the last working day prior to the 20th. Payments will be made using electronic transfer of funds. Individuals who request manual payment will need to make such a request through the Superintendent.

Negotiated December, 2006

- R. Incentive Payment for Residence Within the District: The parties believe that it is in the best interests of the teachers and the school district that school district employees live within the boundaries of the school district, as doing so promotes a feeling of greater personal stake in the community's and the school district's progress; reduces absenteeism and tardiness; promotes a better working relationship between parents, patrons, and teachers; and provides general economic benefit to the community through local expenditure of employee salaries. Therefore, in addition to salary and any extra duty compensation to which they are entitled pursuant to this agreement, certificated staff members will receive an additional yearly stipend of \$ 350.00 if they reside within the boundaries of the school district for the entire school year. This stipend is payable pursuant to the following terms:

The staff member must have established a permanent residence within the geographic boundaries of the Madison School District prior to the beginning of the school year in which the stipend is receive and must continuously maintain a residence within the district for the duration of contract year;

For purposes of this provision, "residence" means the place in which the employee is actually domiciled; which is the employee's established home; where the employee is actually living full-time; the employee's true, fixed and permanent home; and the place to which the employee intends to return when absent therefrom

No later than the beginning of each school year, staff members seeking to qualify for this stipend shall advise the district business manager of the address of their residence within the district and shall, upon request, provide the Board with appropriate assurances that this address is, in fact, their permanent domicile. The stipend for a Teacher living in the Madison School District will be disbursed at the end of the school year, when all requirements have been met.

Negotiated January, 2018

- S. Middle School Class Sponsors: Each Middle School grade level will be assigned two sponsors. Each sponsor will split the compensation amount listed on the extra duty schedule.

Negotiated October, 2019

- T. Soccer Coaches: Head Soccer coach placed at the 10.80% level and assistant soccer coach at the 7.8% level on the Extra Duty Schedule.

Negotiated December, 2021

Article III

Insurance

Health and Dental Insurance: The Madison Public Schools will provide a dual option group health insurance plan at the appropriate tier and single dental insurance coverage for each certified employee with the carrier designated through the Educator Health Alliance at the \$1200 / \$3800 HSA deductible level (see applicable EHA rate tables) based on the yearly decision by the Employee.

Revised December 2021

A.

It has been the practice for the Board to pay for family dental when spouses both teach for the district. This practice is a board decision and is not part of the negotiated agreement.

Negotiated December, 2009

B. Long-Term Disability Insurance and Life Insurance: The School District will offer all certified staff with group long-term disability insurance at teacher's expense and will provide \$20,000 group term life insurance at District expense.

Revised September 2003

C. Non-participants in Health Insurance: Beginning in the 2003/04 school year, authority is given to the Board to offer an incentive of equal value for teachers to take insurance outside of the school district. (This decision and the amount are solely left up to the Board.)

Revised September 2003

Article IV

Leave

- A. Sick Leave: Teachers shall be entitled to absence without loss of pay for personal illness, or for illness or death in the family, for a period of ten (10) days per year accumulative to forty-five (45) days. No part of the sick leave shall be granted to employees or used by them for any other purpose.
- B. Professional Leave: The intent of professional leave is to facilitate improved student achievement through a more highly trained instructional staff. Requests for professional leave may be initiated by the teacher or the teacher's building administrator. Teachers may expect to be granted two (2) or more days of professional leave, subject to administrator discretion, for professional growth opportunities aligned with the teacher's assigned instructional duties and in consideration of budgetary and scheduling factors.
Negotiated December, 2006
- C. Personal Leave: Two (2) days of personal leave, non-accumulative will be granted each year. Beginning with the 2013-14 school year certificated staff to carry over one personal day to the following year. Certificated staff will not be allowed to have more than four personal days in any year. Use of the days is at the discretion of the teacher; however, the teacher must give the administration one-week prior notice except in the case of emergency. After accumulating maximum sick leave of 45 days by August 15 of the current school year, teachers are allowed to accumulate 1 personal day per year up to a total of four days providing that they pay the substitute teacher for the extra days, and providing that the maximum sick leave of 45 days is maintained by August 15 each of the three years.
Revised January 2017
- D. Family Medical Leave: It is agreed that the section shall be rewritten as policy and that the policy will coincide with the Family Medical Leave Act.
Agreed to the rewrite of Policy in September of 2003
- E. Jury Duty: Teachers who elect to serve on court juries rather than to apply for exemption (25-1601) shall receive their full salary less per diem received from the courts.
- F. Emergency Medical and Maternity Leave Bank: Direction was provided in the 2003-04/2004-05 negotiated agreement for a committee of teachers, administrators, and board members to develop a "sick leave bank". Provisions of the Emergency Medical and Maternity Leave Bank may be found in Appendix C.
Negotiated August, 2008
- G. Reimbursement for Sick Days: (#1) - Any teacher with more than 40 sick days accumulated at the end of the current school year, will be reimbursed at a rate of \$25 a day for those days over 40. (#2) - After a minimum tenure of 15 years teaching in the district, any teacher retiring will be reimbursed at a rate of \$25 a day for the total accumulated sick days in their Personal Sick Leave Bank.
Negotiated October, 2019

Article V

Terms of Employment

- A. Official School Calendar was removed from the Negotiated Agreement September, 2007
- B. Reelection of Teachers was removed from the Negotiated Agreement September, 2007
- C. Release from Contract was removed from the Negotiated Agreement September, 2007
- D. Classroom Interruptions was removed from the Negotiated Agreement September, 2007
- E. Negotiated Agreement continuation language: The Negotiated Agreement shall be effective for the 2022-23* and 2023-24* contract years. If a new and substitute Negotiated Agreement has not been duly entered into prior to the end of the 2023-2024 school year the terms of the Negotiated Agreement shall continue in full force and effect until such substitute Negotiated Agreement is adopted, which shall then be fully retroactive to the beginning of the 2023-24* school year. * indicates that school year designations will be automatically updated each year as a routine part of the negotiations process.
Negotiated November, 2010
- F. Initial Placement was removed from the Negotiated Agreement December, 2012: Beginning in the 2003-2004 school year, teachers with two or fewer years of teaching experience will be placed on the third step of the approved salary schedule upon their entry to the district. Their placement will then be frozen at that vertical position until the beginning of their fourth year of actual experience. Horizontal movement, for approved graduate classes will be allowed as per policy. For comparability calculations, teachers will be placed at their actual experience level. (All teachers hired after December 2012 will be placed on step 1 as they enter the district unless granted years of service from other school districts.)
Negotiated August, 2008

Appendix A: Salary Schedule

Appendix B: Extra Duty Schedule

Appendix C

MADISON PUBLIC SCHOOLS Emergency Medical and Maternity Leave Bank Updated August, 2008

I. ESTABLISHMENT

An Emergency Medical and Maternity Leave Bank (hereafter EMMLB) is hereby established to self-insure certificated staff members from financial loss due to extended absence from contractual duties.

II. ELIGIBILITY AND PARTICIPATION

The EMMLB will be available to all regular certificated staff members (teachers and administrators). Participation and use of the bank will be on a voluntary basis. Only those who contribute to the bank will be allowed to access resources of the bank.

III. CONTRIBUTIONS

A period of two weeks beginning on the first contracted day of each school year will be provided for certificated staff to contribute to the bank.

The initial contribution expected of participants will be a donation of 1 or 2 days totaling a group maximum of 110 days.

Subsequent donations will be requested from participants during the first 2 weeks of each school year.

Participants who received reimbursement the previous school year must contribute at least one day to once again be allowed access to resources of the bank.

New certificated employees and first time participants will be able to become participants in the EMMLB by contributing to the pool of days regardless of the pool's total number of days during the timeline noted above. For mid-year hires, this application period shall be the first two weeks of employment with the Madison Public Schools.

Days contributed to the EMMLB may not be withdrawn for any reason.

Days remaining in the EMMLB at the end of the year will carry over to the next year.

Certificated staff who begin the school year with their full quota of sick days and then donate a day or two to the EMMLB will not lose the opportunity to buy an extra personal leave day as provided in Article IV, section C, of the Negotiated Agreement.

IV. ORGANIZATION AND RECORDKEEPING

Records of all EMMLB functions will be jointly maintained in the central administrative office of the Madison Public Schools and by the President or designee of the Madison Education Association (hereafter MEA).

A 5-person committee of EMMLB participants consisting of 3 members from the secondary staff and 2 members from the elementary staff will be elected by EMMLB participants to determine allocation of EMMLB resources. This EMMLB review committee will elect a chairperson to coordinate review efforts.

V. ACCESSING EMLB RESOURCES

Access to resources of the EMMLB is available only to participating certificated staff members.

Access to EMMLB resources may only occur during the current school year. The current school year shall begin on the first contracted staff day for each school year.

Accessing EMMLB resources may occur only after accumulated sick and personal leave have both been utilized.

There is a limit per person of 15 days per semester.

Total reimbursement from EMMLB in any one school year will not exceed 110 days.

EMMLB resources will reimburse the participant for unpaid days resulting from:

- A. Absences that do not qualify for coverage under long-term disability.
- B. Absences related to illness, injury, death, funeral attendance, or bereavement leave for any member of the participant's eligible family. Eligible family members shall be identified by name on the provided form at the time of enrollment and may include:
 - One father (or father figure) and one mother (or mother figure)
 - One father-in-law and one mother-in-law
 - One spouse
 - All children, step-children, and foster children
 - All brothers and sisters, step-brothers and step-sisters, and foster brothers and foster sistersNote: eligible family members are defined differently than immediate family members in policy 410.04
- C. Absences related to childbirth and adoption: a limit of five (5) days * may be requested from the EMMLB for a normal delivery or adoption. ten (10) days * may be requested from the EMMLB for a caesarean delivery. In either case, these days would immediately follow the childbirth or adoption. If a participant has 30 days of sick and/or personal leave accumulated, s/he may not request reimbursement from the EMLB.
- D. Any paid leave granted pursuant to the EMMLB shall run concurrently with any Family and Medical Leave Act leave to which the teacher may be entitled.

* EMMLB resources will not be used to reimburse staff for days missed in excess of accumulated sick and personal leave when that certificated staff member has reduced such leave through repayment of days borrowed from future leave allocations.

EMMLB reimbursement requests shall be made on reimbursement application forms provided for that purpose and submitted on or before the last day of each semester of the school year. A properly completed form will contain all requested information and will be signed by the applicant and co-signed by the member of the EMMLB review committee receiving the reimbursement application. An EMMLB review committee member may not sign his/her own reimbursement application form.

Applications for EMMLB reimbursement for medical reasons must be accompanied by a physician's statement indicating the necessity of the absence.

Applications for EMMLB reimbursement will be acted upon during two periods each school year. These times will be:

- A. Between the last school day of the first semester and the Wednesday preceding the date of the regular January meeting of the MPS board of education. No more than half of the total number of days in the EMMLB pool may be approved for reimbursement during this time period.
- B. Between the last school day of the second semester and the Wednesday preceding the date of the regular June meeting of the MPS board of education.

After a participant has used his/her individual sick and personal leave, 1/185 of their annual teaching salary will be deducted from their next paycheck for each additional day of sick leave used. The actual amount of salary deducted and allowable EMMLB reimbursement will be prorated to the actual amount of excess leave utilized.

Reimbursement for approved days will be approved by the Board of Education during the January and June board meetings and then paid as part of the February or July paycheck.

VI. GENERAL GUIDELINES FOR DISTRIBUTION OF EMMLB RESOURCES

If the request qualifies for the bank, the participant deserves at least a portion of his/her request.

Awarded days shall not exceed the number of days in the bank. The EMMLB review committee will determine an equitable distribution of resources.

The number of days granted may or may not be dependent on the number of days contributed.

Amendments to these general guidelines (section VI) may be developed by the EMMLB review committee and will be considered to be effective once communicated in writing to all EMMLB participants.

MADISON PUBLIC SCHOOLS

Emergency Medical and Maternity Leave Bank Enrollment and Contribution Form

this form due in Superintendent's office by 4:00 p.m., Friday, August 26, 2022

I wish to be a participant in the Madison Public Schools Emergency Medical and Maternity Leave Bank.

Name: _____

Date: _____

Days donated to the Emergency Medical and Maternity Leave Bank: _____

Signature, Certificated Staff Member

Signature, Superintendent

MADISON PUBLIC SCHOOLS

Emergency Medical and Maternity Leave Bank Eligible Family Member Identification Form

This form is to be submitted with the initial EMMLB Contribution Form. This form may be amended when necessary to reflect eligible family member changes (new spouse or increase of children or brothers/sisters).

Name: _____ Date: _____

Father (or father figure): _____

Mother (or mother figure): _____

Father-in-law: _____

Mother-in-law: _____

Spouse: _____

Children*: _____

Brothers and sisters**: _____

*=Including step children and foster children

**=Including stepbrothers, stepsisters, foster brothers and foster sisters

Approval of EMMLB Review Committee and Superintendent:

EMMLB Review Committee member

Date

Date(s) Amended

Superintendent

Date

Date(s) Amended

Appendix D

MADISON PUBLIC SCHOOLS

**4013
Grievance Procedure**

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Negotiated January 2017

Appendix E

note: Standard of Conduct and Ethics for Holders of Public School Certificates was removed from the Negotiated Agreement September, 2007.

BASE SALARY											
ACTIVITIES WITH GROWTH BASED ON EXPERIENCE IN THE POSITION. Experience-based increases are 5.2% of the beginning rate for 11 Steps (10 years).											
Step	1	2	3	4	5	6	7	8	9	10	11
Athletic Director						15.00%					
Factor	0.15000	0.15780	0.16560	0.17340	0.18120	0.18900	0.19680	0.20460	0.21240	0.22020	0.22800
Payment	\$5,685.00	\$5,980.62	\$6,276.24	\$6,571.86	\$6,867.48	\$7,163.10	\$7,458.72	\$7,754.34	\$8,049.96	\$8,345.58	\$8,641.20
Head Coach (BA, VB, BB, WR, TR, SR) / Head Tr., Curriculum Dir., Cheerleaders w/Coronation						10.80%					
Factor	0.108000	0.1136160	0.1192320	0.1248480	0.1304640	0.1360800	0.1416960	0.1473120	0.1529280	0.1585440	0.1641600
Payment	\$4,093.20	\$4,306.05	\$4,518.89	\$4,731.74	\$4,944.59	\$5,157.43	\$5,370.28	\$5,583.12	\$5,795.97	\$6,008.82	\$6,221.66
Asst. Coach (BA, VB, BB, WR, TR, SR) / Head SB, CL w/o Coronation, Concession Mgr., Inst. Music						7.50%					
Factor	0.07500	0.07890	0.08280	0.08670	0.09060	0.09450	0.09840	0.10230	0.10620	0.11010	0.11400
Payment	\$2,842.50	\$2,990.31	\$3,138.12	\$3,285.93	\$3,433.74	\$3,581.55	\$3,729.36	\$3,877.17	\$4,024.98	\$4,172.79	\$4,320.60
Head Golf, Vocal Music, Head Cross Country, Annual						6.00%					
Factor	0.060000	0.063120	0.066240	0.069360	0.072480	0.075600	0.078720	0.081840	0.084960	0.088080	0.091200
Payment	\$2,274.00	\$2,392.25	\$2,510.50	\$2,628.74	\$2,746.99	\$2,865.24	\$2,983.49	\$3,101.74	\$3,219.98	\$3,338.23	\$3,456.48
SpEd Coordinator, Musical Directors						5.00%					
Factor	0.05000	0.05260	0.05520	0.05780	0.06040	0.06300	0.06560	0.06820	0.07080	0.07340	0.07600
Payment	\$1,895.00	\$1,993.54	\$2,092.08	\$2,190.62	\$2,289.16	\$2,387.70	\$2,486.24	\$2,584.78	\$2,683.32	\$2,781.86	\$2,880.40
Asst. SB, Danceline, Musical Choreography, Fall play/One Act (2)						4.00%					
Factor	0.040000	0.042080	0.044160	0.046240	0.048320	0.050400	0.052480	0.054560	0.056640	0.058720	0.060800
Payment	\$1,516.00	\$1,594.83	\$1,673.66	\$1,752.50	\$1,831.33	\$1,910.16	\$1,988.99	\$2,067.82	\$2,146.66	\$2,225.49	\$2,304.32
Head MS Coach (FB, VB, BB, WR, TR)						3.63%					
Factor	0.051500	0.054178	0.056856	0.059534	0.062212	0.064890	0.067568	0.070246	0.072924	0.075602	0.078280
Payment	\$1,951.85	\$2,053.35	\$2,154.84	\$2,256.34	\$2,357.83	\$2,459.33	\$2,560.83	\$2,662.32	\$2,763.82	\$2,865.32	\$2,966.81
Coronation Sponsor w/o CL, Head MS CC, Speech, HAL, FBLA, FCCLA, Sk. USA, Jr. Class Sp. (2), FFA						3.50%					
Factor	0.035000	0.036820	0.038640	0.040460	0.042280	0.044100	0.045920	0.047740	0.049560	0.051380	0.053200
Payment	\$1,326.50	\$1,395.48	\$1,464.46	\$1,533.43	\$1,602.41	\$1,671.39	\$1,740.37	\$1,809.35	\$1,878.32	\$1,947.30	\$2,016.28
Asst. MS/Practice Coach						3.06%					
Factor	0.043000	0.046604	0.048907	0.051211	0.053514	0.055818	0.058122	0.060425	0.062729	0.065032	0.067336
Payment	\$1,678.97	\$1,766.28	\$1,853.58	\$1,940.89	\$2,028.20	\$2,115.50	\$2,202.81	\$2,290.12	\$2,377.42	\$2,464.73	\$2,552.03
Weightroom Coordinator, Asst. Speech						1.50%					
Factor	0.015000	0.015780	0.016560	0.017340	0.018120	0.018900	0.019680	0.020460	0.021240	0.022020	0.022800
Payment	\$568.50	\$598.06	\$627.62	\$657.19	\$686.75	\$716.31	\$745.87	\$775.43	\$805.00	\$834.56	\$864.12
Hourly MS Coaching (coaches without other District duties)						0.045%					
Factor	0.0004500	0.0004734	0.0004968	0.0005202	0.0005436	0.0005670	0.0005904	0.0006138	0.0006372	0.0006606	0.0006840
Payment	\$17.06	\$17.94	\$18.83	\$19.72	\$20.60	\$21.49	\$22.38	\$23.26	\$24.15	\$25.04	\$25.92
Hourly (winter/spring weightroom)						0.04%					
Factor	0.0004000	0.0004208	0.0004416	0.0004624	0.0004832	0.0005040	0.0005248	0.0005456	0.0005664	0.0005872	0.0006080
Payment	\$15.16	\$15.95	\$16.74	\$17.52	\$18.31	\$19.10	\$19.89	\$20.68	\$21.47	\$22.25	\$23.04
ACTIVITIES WITH A FIXED PERCENT OF THE TEACHER BASE SALARY											
ACTIVITY	Factor	Payment	ACTIVITY	Factor	Payment						
6th (1), 7th (2), & 8th (2) Spc	0.01	\$379.00	M-Club Sponsor	0.06	\$2,274.00						
7 th. Preps (HS)	0.02	\$758.00	National Honor Society	0.03	\$1,137.00						
8th Class (HS)/exEL/MS	0.08	\$3,032.00	Quiz Bowl, HS	0.02	\$758.00						
Admin Team	0.08	\$3,032.00	Quiz Bowl, MS	0.01	\$379.00						
Art Club Sponsor	0.02	\$758.00	Senior Class Sponsor (2)	0.02	\$758.00						
Computer Coordinator	0.10	\$3,790.00	SCIP, 504 team leader	0.02	\$758.00						
Crisis Team (ex. Ld Tchrs., N	0.02	\$758.00	SCIP, 504 team members	0.01	\$379.00						
Drama Club	0.02	\$758.00	Sophomore Class (1)	0.01	\$379.00						
Elem Student Council	0.02	\$758.00	Spanish Club Sponsor	0.02	\$758.00						
Elementary SAT	0.02	\$758.00	Youth Leadership Council	0.02	\$758.00						
Freshman Class (1)	0.01	\$379.00	Summer Weightroom	0.10	\$3,790.00						
History Day	0.02	\$758.00	Summer Camps	0.02	\$758.00						
HS Student Council	0.02	\$758.00	Summer Camp Help	0.01	\$379.00						
		\$0.00	CSI-hourly @ base/18577 (excl. Curr. Dir.)		\$29.27						

BASE SALARY \$38,600											
ACTIVITIES WITH GROWTH BASED ON EXPERIENCE IN THE POSITION. Experience-based increases are 5.2% of the beginning rate for 11 Steps (10 years).											
Step	1	2	3	4	5	6	7	8	9	10	11
Athletic Director											
Factor	0.15000	0.15780	0.16560	0.17340	0.18120	0.18900	0.19680	0.20460	0.21240	0.22020	0.22800
Payment	\$5,790.00	\$6,091.08	\$6,392.16	\$6,693.24	\$6,994.32	\$7,295.40	\$7,596.48	\$7,897.56	\$8,198.64	\$8,499.72	\$8,800.80
Head Coach (FB, VB, BB, TR, WR, SOC), Lead Tehr., Curriculum Dir., Cheerleaders w/Coronation											
Factor	0.1080000	0.1136160	0.1192320	0.1248480	0.1304640	0.1360800	0.1416960	0.1473120	0.1529280	0.1585440	0.1641600
Payment	\$4,168.80	\$4,385.58	\$4,602.36	\$4,819.13	\$5,035.91	\$5,252.69	\$5,469.47	\$5,686.24	\$5,903.02	\$6,119.80	\$6,336.58
Asst. Coach (FB, VB, BB, TR, WR, SOC), Head SB, CL w/o Coronation, Concession Mgr., Inst. Musk											
Factor	0.07500	0.07890	0.08280	0.08670	0.09060	0.09450	0.09840	0.10230	0.10620	0.11010	0.11400
Payment	\$2,895.00	\$3,045.54	\$3,196.08	\$3,346.62	\$3,497.16	\$3,647.70	\$3,798.24	\$3,948.78	\$4,099.32	\$4,249.86	\$4,400.40
Head Golf, Vocal Music, Head Cross Country, Annual											
Factor	0.060000	0.063120	0.066240	0.069360	0.072480	0.075600	0.078720	0.081840	0.084960	0.088080	0.091200
Payment	\$2,316.00	\$2,436.43	\$2,556.86	\$2,677.30	\$2,797.73	\$2,918.16	\$3,038.59	\$3,159.02	\$3,279.46	\$3,399.89	\$3,520.32
SpEd Coordinator, Musical Directors											
Factor	0.05000	0.05260	0.05520	0.05780	0.06040	0.06300	0.06560	0.06820	0.07080	0.07340	0.07600
Payment	\$1,930.00	\$2,030.36	\$2,130.72	\$2,231.08	\$2,331.44	\$2,431.80	\$2,532.16	\$2,632.52	\$2,732.88	\$2,833.24	\$2,933.60
Asst. SB, Danceline, Musical Choreography, Fall play/One Act (2)											
Factor	0.040000	0.042080	0.044160	0.046240	0.048320	0.050400	0.052480	0.054560	0.056640	0.058720	0.060800
Payment	\$1,544.00	\$1,624.29	\$1,704.58	\$1,784.86	\$1,865.15	\$1,945.44	\$2,025.73	\$2,106.02	\$2,186.30	\$2,266.59	\$2,346.88
Head MS Coach (FB, VB, BB, WR, TR)											
Factor	0.051500	0.054178	0.056856	0.059534	0.062212	0.064890	0.067568	0.070246	0.072924	0.075602	0.078280
Payment	\$1,987.90	\$2,091.27	\$2,194.64	\$2,298.01	\$2,401.38	\$2,504.75	\$2,608.12	\$2,711.50	\$2,814.87	\$2,918.24	\$3,021.61
Coronation Sponsor w/o CL, Head MS CC, Speech, HAL, FBIA, FCCLA, Sk. USA, Jr. Class Sp. (2), FFA											
Factor	0.035000	0.036820	0.038640	0.040460	0.042280	0.044100	0.045920	0.047740	0.049560	0.051380	0.053200
Payment	\$1,351.00	\$1,421.25	\$1,491.50	\$1,561.76	\$1,632.01	\$1,702.26	\$1,772.51	\$1,842.76	\$1,913.02	\$1,983.27	\$2,053.52
Asst. MS/Practice Coach											
Factor	0.044300	0.046604	0.048907	0.051211	0.053514	0.055818	0.058122	0.060425	0.062729	0.065032	0.067336
Payment	\$1,709.98	\$1,798.90	\$1,887.82	\$1,976.74	\$2,065.66	\$2,154.57	\$2,243.49	\$2,332.41	\$2,421.33	\$2,510.25	\$2,599.17
Weightroom Coordinator, Asst. Speech											
Factor	0.015000	0.015780	0.016560	0.017340	0.018120	0.018900	0.019680	0.020460	0.021240	0.022020	0.022800
Payment	\$579.00	\$609.11	\$639.22	\$669.32	\$699.43	\$729.54	\$759.65	\$789.76	\$819.86	\$849.97	\$880.08
Hourly MS Coaching (coaches without other District duties)											
Factor	0.0004500	0.0004734	0.0004968	0.0005202	0.0005436	0.0005670	0.0005904	0.0006138	0.0006372	0.0006606	0.0006840
Payment	\$17.37	\$18.27	\$19.18	\$20.08	\$20.98	\$21.89	\$22.79	\$23.69	\$24.60	\$25.50	\$26.40
Hourly (winter/spring weightroom)											
Factor	0.0004000	0.0004208	0.0004416	0.0004624	0.0004832	0.0005040	0.0005248	0.0005456	0.0005664	0.0005872	0.0006080
Payment	\$15.44	\$16.24	\$17.05	\$17.85	\$18.65	\$19.45	\$20.26	\$21.06	\$21.86	\$22.67	\$23.47
ACTIVITIES WITH A FIXED PERCENT OF THE TEACHER BASE SALARY											
ACTIVITY	Factor	Payment	ACTIVITY	Factor	Payment						
6th (1), 7th (2), & 8th (2) Spc	0.01	\$386.00	M-Club Sponsor	0.06	\$2,316.00						
7 dif. Preps (HS)	0.02	\$772.00	National Honor Society	0.03	\$1,158.00						
8th Class (HS)/exEL/MS	0.08	\$3,088.00	Quiz Bowl, HS	0.02	\$772.00						
Admin Team	0.08	\$3,088.00	Quiz Bowl, MS	0.01	\$386.00						
Art Club Sponsor	0.02	\$772.00	Senior Class Sponsor (2)	0.02	\$772.00						
Computer Coordinator	0.10	\$3,860.00	SG@PS04atteam/cater	0.02	\$772.00						
Crisis Team (ex. Ld Tchrs., N	0.02	\$772.00	SG@PS04atteam/members	0.01	\$386.00						
Drama Club	0.02	\$772.00	Sophomore Class (1)	0.01	\$386.00						
Elem Student Council	0.02	\$772.00	Spanish Club Sponsor	0.02	\$772.00						
Elementary SAT	0.02	\$772.00	Youth Leadership Council	0.02	\$772.00						
Freshman Class (1)	0.01	\$386.00	Summer Weightroom	0.10	\$3,860.00						
History Day	0.02	\$772.00	Summer Camps	0.02	\$772.00						
HS Student Council	0.02	\$772.00	Summer Camp Help	0.01	\$386.00						
		\$0.00	CSI-hourly @ base/1857 (excl. Curr. Dir.)		\$29.81						

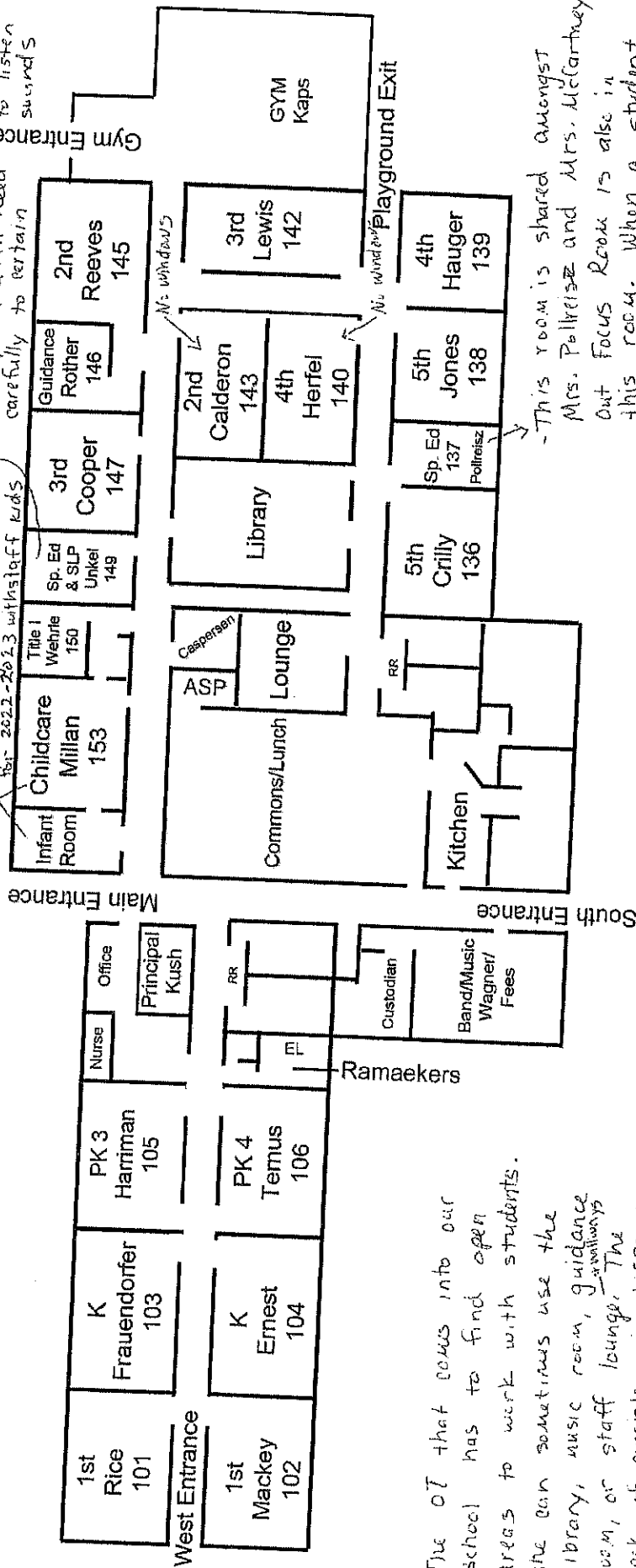
- When it is cold outside and the gym is being used by different athletic teams, the after school program has a hard time finding areas to use.

- We have a counselor from midtown health in once a week. She uses the guidance room and therefore, Mrs. Rother relocates.

Madison Elementary

We continue to have people from the community asking if their children can attend, we are full and will be again for 2022-2023 with staff kids

This space room is shared with the SLPs from the Esug. They serve all students in our district starting at a birth. We continue to have many referrals for speech. Sharing this room is difficult due to over hearing other's lessons. Students in speech often need to listen carefully to certain sounds.



- The OT that comes into our school has to find open areas to work with students.

She can sometimes use the library, music room, guidance room, or staff lounge. The lack of consistency is difficult.

- The library is used for multiple purposes. It makes it hard for classes to find extra time to visit when it gets used by multiple people and intervention groups.

- The school psychologist does not have a set space for testing or evaluating students. She is similar with the OT on using the library, music room, guidance room, staff lounge and hallways.

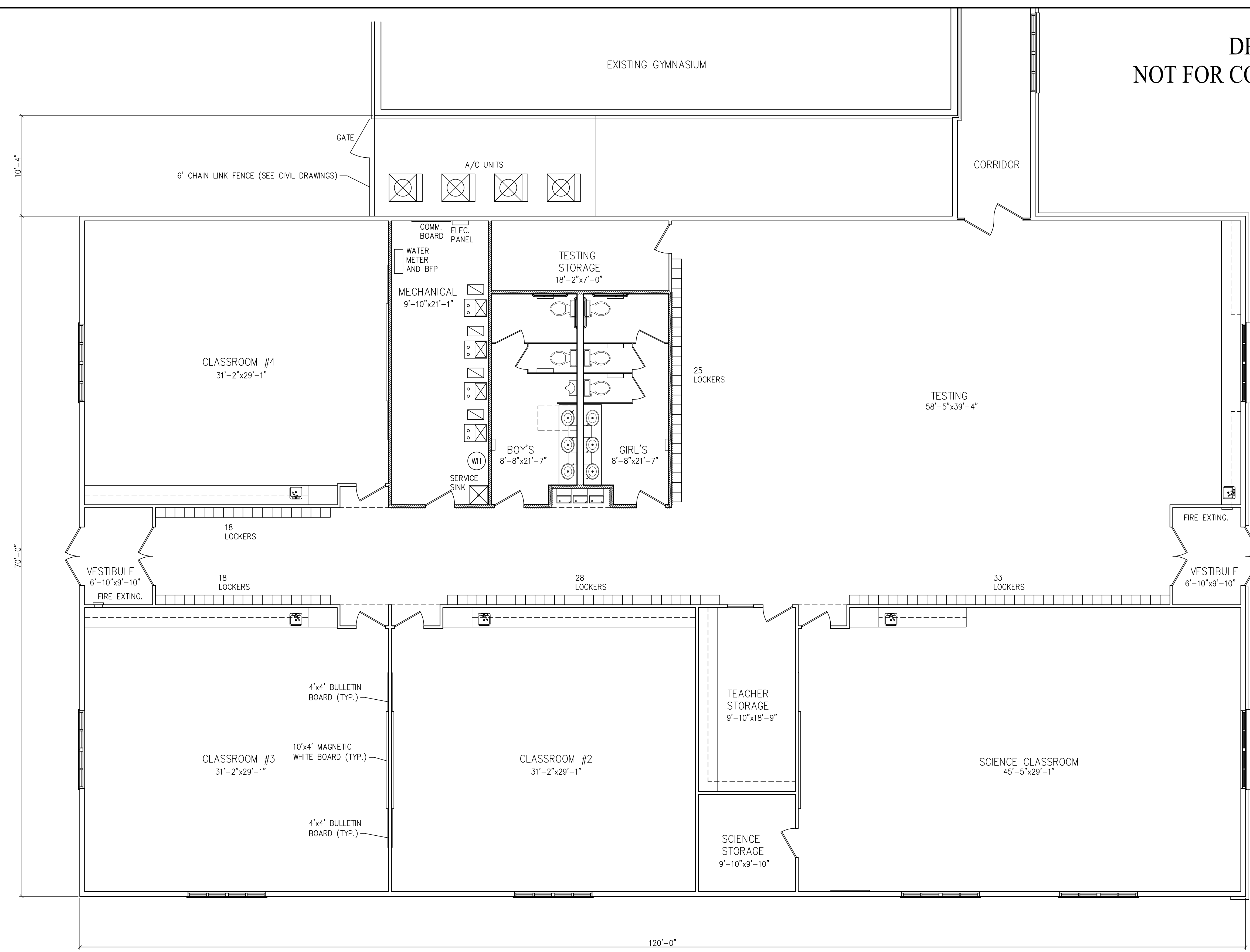
- This room is shared amongst Mrs. Poltreisz and Mrs. McArthur. Our focus room is also in this room. When a student is having a difficult in the focus room the other students miss out on learning.

- Mr. Crilly's room can also hear when a student is in the focus room.

- Mrs. McArthur does not have a set space for students. She uses the library and other classrooms when they are open.

DRAFT
NOT FOR CONSTRUCTION

I. MICHAEL D. FAKLER, AIA THE
COORDINATING PROFESSIONAL ON
THE MADISON PUBLIC SCHOOLS ELEMENTARY
CLASSROOM ADDITION PROJECT



FAKLER ARCHITECTS, L.L.C.
1001 N. 6th ST., BEATRICE, NE 68310
PH 402-228-3020 FAX 402-228-3018
E-MAIL michael@faklerarchitects.com

Madison P.S. Elementary Classroom Addition
405 East 8th St., Madison, Nebraska 68748

PROPOSED USE:
MIXED USE
CLASSROOMS - TYPE E OCCUPANCY
STORAGE - TYPE S1 OCCUPANCY

TYPE OF CONSTRUCTION:
TYPE VB

AUTOMATIC SPRINKLER SYSTEM:
PROVIDED

TOTAL AREA 9,258 SQ. FT.

OCCUPANT LOADS:
CLASSROOMS - 5932 NET SQ. FT. / 20 SQ. FT. PER PERSON = 296.6 PEOPLE PER IBC & NFPA
STORAGE, TEACHER WORK ROOM, MECHANICAL, & JANITOR - 764 GROSS SQ. FT. / 300 SQ. FT. PER PERSON = 2.55 PEOPLE PER IBC
IBC TOTAL OCCUPANT LOAD = 300
NFPA TOTAL OCCUPANT LOAD = 297

REQUIRED PLUMBING FIXTURES
150 MEN & 150 WOMEN
150/50 = 3 WC MEN
150/50 = 3 LAVATORIES MEN
150/50 = 3 WC WOMEN
150/50 = 3 LAVATORIES WOMEN
300/100 = 3 DRINKING FOUNTAINS
1 SERVICE SINK

FLOOR PLAN
SCALE: 3/16" = 1'-0"
122 SINGLE TIER LOCKERS

LEGEND
ONE HOUR WALL
WALL WITH SOUND BATTS

REVISIONS	
PRELIMINARY ISSUE	9/16/2021
BID ISSUE	
PERMIT ISSUE	
CONST. ISSUE	

FLOOR PLAN
A-1.0
PROJECT #1415

Superintendent Pay Transparency Notice—Proposed Con Mr. Alan Ehlers

Notice is hereby given that Madison Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on December 13, 2021 at 7:00 pm at Madison Middle/High School Conference Room in Madison, Nebraska.

2

After the 2022/23 school year, how many years remain on the contract:
(Column F must be completed if additional years remain on contract.)

The estimated costs to the district for the 2022/23 year and future years are listed below:

	2022/23 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$163,066	\$326,132	\$ 489,198.00
Compensation for activities outside of the regular salary:			
• Extended contracts / Activities outside of regular salary			
• Bonus/Incentive/Performance Pay			\$ -
• Stipends			\$ -
• All other costs not mentioned above			\$ -
Benefits and Payroll Costs Paid by district:			
• Insurances (Health, Dental, Life, Long Term Disability)	24,685.00	\$49,370.00	\$ 74,055.00
• Cafeteria Plan Stipend			\$ -
• Cash in lieu of insurance			\$ -
• Employee's share of retirement, deferred compensation, FICA and Medicare <u>if paid by the district</u>			\$ -
• District's share of retirement, FICA and Medicare	\$28,781.00	\$57,562.00	\$ 86,343.00
• IRS value of housing allowance			\$ -
• IRS value of vehicle allowance			\$ -
• Additional leave days	\$3,392.00	\$6,784.00	\$ 10,176.00
• Annuities			\$ -
• Service credit purchase			\$ -
• Association / Membership dues	\$1,000	\$2,000	\$ 3,000.00
• Cell Phone/Internet reimbursement	\$780.00	\$1,560.00	\$ 2,340.00
• Relocation reimbursement			\$ -
• Travel allowance/reimbursement	\$1,000	\$2,000	\$ 3,000.00
• Mileage Allowance			\$ -
• Educational tuition assistance			\$ -
• All other benefit costs not mentioned above			\$ -
Totals:	\$ 222,704.00	\$ 445,408.00	\$ 668,112.00

CONTRACT OF SUPERINTENDENT EMPLOYMENT

THIS CONTRACT is made by and between the Board of Education of the Madison School District No. 1 located in Madison County, in the State of Nebraska, hereinafter referred to as “the Board”, and Alan Ehlers, hereinafter referred to as “the Superintendent.”

WITNESSETH: That in accordance with action taken by the Board as recorded in the minutes of the Board meeting held on **December 13, 2021**, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

Section 1. Term of Contract. The Superintendent shall be employed for a period of three (3) years, beginning on the 1st day of July, 2022 and expiring on the 30th day of June, 2025. During each of these three years, the Superintendent shall render at least 225 working days of service, as that term is defined herein, in the performance of his duties as Superintendent. The Superintendent shall be provided with 10 days of personal leave to be used at his discretion. The Superintendent shall keep complete and accurate records of his working days and shall provide the Board of Education with an annual report of his accumulated working days.

Section 2. Salary & Benefits. In consideration of an annual gross salary of **\$159,566** for the 2022-23 school year, and and amounts to be negotiated for the 23-24 & 24-25 school years, and of further agreements and considerations hereinafter stated, the Superintendent agrees to perform faithfully duties of the Superintendent of Schools in and for the District as prescribed by the laws of the State of Nebraska and by the rules and regulations promulgated by the Board thereunder. Annual net salary shall be paid in equal installments in accordance with the policy of the Board governing payment of the professional staff employees of the District. The Superintendent’s salary shall not be reduced during the term of this Contract except for just and sufficient cause as authorized by law.

*Annual net salary shall be defined (and calculated) as annual gross salary less the cost of (1) annuities; (2) disability insurance; and (3) pension and retirement plans all for the Superintendent and/or his family, if any.

* The Superintendent shall receive a \$65.00 a month stipend to use toward cell phone costs.

Health Insurance. The Board shall provide to the Superintendent family health insurance which is equivalent or superior to the specifications to Blue Preferred \$1200 or **\$3800** (HSA) deductible.

Long Term Disability Insurance. The District will provide LTD Insurance for the Superintendent.

Section 3. Professional Status. The Superintendent hereby affirms that he is not under contract with another school board or board of education covering any part of or all of the same term provided in this contract. The Superintendent further affirms that throughout the term of this contract, he will hold a valid and appropriate certificate to act as a Superintendent of Schools in the State of Nebraska.

Section 4. Superintendent's Duties. The Superintendent shall organize and arrange the administrative and supervisory staff of the District in a manner which best serves the schools of the District. The administration of instruction and business affairs shall be vested in the Superintendent and administered by him with the assistance of his staff. The Superintendent shall have the responsibility for selection, placement and transfer of personnel. He shall be responsible for initiating all personnel matters which require action by the Board, which includes making recommendations to the Board concerning the termination or discharge of any personnel. The Superintendent agrees to devote his time, skill, labor and attention to his duties as Superintendent of Schools throughout the term of this Contract; provided, however, the Superintendent, by agreement with the Board, may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Section 5. Board-Superintendent Relationship. The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief executive officer for the District, and shall have primary responsibility for implementation of Board policy. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action, study or recommendation, as appropriate.

Section 6. Discharge. The Contract of the Superintendent may be cancelled or amended by a majority of the members of the School board during the term of the contract for any of the following reasons: (a) upon cancellation, termination, revocation, or suspension of the Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate by the State Board of Education; (b) breach of any of the material provisions of this Contract; (c) for any of the reasons set forth in this employment contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; or (j) any other conduct or condition that substantially interferes with the continued performance of the superintendent's duties. The procedures for cancellation during the term of the contract shall be in accordance with the applicable *Nebraska Revised Statutes*.

Section 7. Transportation. The Board shall provide the Superintendent with transportation required in the performance of his official duties or shall reimburse him for such transportation at the state reimbursement rate.

Section 8. Leaves.

- a) Sick Leave: The Superintendent shall have ten (10) days of paid sick leave for each contract year to be used on days when he is unable to perform his duties because of illness or disability. The Superintendent may carry over sick leave days up to a maximum accumulation of forty-five days. He shall maintain a current record of his sick leave which he shall make available upon the Board's request at the July meeting of each year. In no case shall unused sick leave be paid out at the conclusion of Administrator's employment by the board.
- b) Definition of "Working Days." For the purpose of this section, the term "working days" shall not include any Saturday, Sunday, or legal holiday. "Working days" shall include, but not be limited to, all days that school is in session for students or certificated employees, together with Christmas

break, fall break, spring break, and any other Board-approved days when school is otherwise not in session.

Section 9. Professional Development. The Superintendent shall attend appropriate professional meetings at the local, state and national levels, provided that such attendance does not interfere with the proper performance of his duties under this Contract. The expenses of attendance, when attendance has been discussed with the Board of Education, shall be paid by the District.

Section 10. Fringe Benefits. The Board will provide the Superintendent with the fringe benefits described below.

- a) Professional Dues: shall provide the Superintendent with Professional dues to NCSA/AASA.

Section 11. Physical Examination. The Superintendent will undergo an annual physical examination by a licensed physician or physicians of the Board's choosing during the term of this Contract. Additionally, the Superintendent will submit to a mental health examination by a licensed mental health practitioner of the Board's choosing at the Board's request. The Superintendent agrees that he will authorize the physician(s) performing each such examination(s) to provide the Board with all records, results and medical judgments of the examination. The cost of such physical examinations and physician's reports which are not paid for by the Superintendent's insurance coverage shall be paid by the District.

Section 12. No Penalty for Release or Resignation. There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the contract unless accepted by the Board, and the Board shall fix the time at which the resignation shall take effect.

Section 13. Compensation Upon Termination. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual salary period in which termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this Contract, shall be refunded by the Superintendent.

Section 14. Renewal of Contract .

Not later than the first Tuesday in December each year the Board shall notify the Superintendent in writing of the Board's intention to continue or not to renew this Contract. Failure to provide written notification of non-renewal shall result in an automatic renewal of this Contract for a period of one year. Any written offer by the Board of Education to continue this contract shall expire at 5:00 p.m. on the 10th calendar day after the written offer is delivered to the Superintendent.

Section 15. Annual Review of Superintendent. An annual review of the Superintendent's performance will be conducted by the Board at its regular meeting in November, at which time an extension of the Superintendent's contract will be discussed. It shall be the Superintendent's responsibility to place the annual review on the board's November agenda.

Section 16. Governing Laws. The parties shall be governed by all applicable state and federal laws, rules and regulations in performance of their respective duties and obligations under this Contract.

Section 17. Amendments to be in Writing. This Contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.

Section 18. Severability. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

Section 19. Legal Actions. The Board will support the Superintendent if there is a legal dispute caused by his carrying out his duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the district, the Board will provide him with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

Section 20. Primary Residence. Due to the unique administrative needs of the school district, the Superintendent is encouraged to Maintain his/her primary residence within the geographic boundaries of the school district. If the Administrator lives within the geographic boundaries \$3,500.00 will be added to the base Salary listed in section 2 of this contract.

Section 21. Tuition Reimbursement. The board agrees to reimburse the Superintendent for tuition using the following guidelines: 1) the Superintendent has to submit yearly statements from an accredited college prior to August 1st of the current year and 2) one-third of the tuition will be reimbursed annually for the next four years following the August board meeting providing that the Superintendent remains employed with the district.

IN WITNESS WHEREOF, the parties have executed this Contract on the dates indicated below.

EXECUTED BY THE BOARD this _____ day of _____, 200_____

President or Chairman
Board of Education

Secretary, Board of Education

EXECUTED BY THE SUPERINTENDENT this _____ day of _____,

Superintendent