

Board of Education Regular Meeting  
Monday, November 14, 2016 8:00 PM Central

Board Room  
1301 Centennial Avenue  
Utica, NE 68456-0187

Mark Avery: Present  
Jodi Cast: Present  
Wayne Heine: Present  
Larry Paxson: Present  
Jason Richters: Present  
Doug Tonniges: Absent  
Present: 5, Absent: 1.

## 1. MEETING CALL TO ORDER

### 1. Reading of Public Meeting Notice

#### 1. Open Meetings Act

### 2. Roll Call

### 3. Consent Agenda

#### 1. Additions/Deletions and Agenda Approval

#### 2. Consider Minutes of Previous Meeting(s) and Their Approval

#### 3. Consider Current Bills and Their Approval

#### 4. Consider Activity Accounts and Treasurer's Report

#### 5. Excuse Doug Tonniges' Absences

### 4. Introduction of Guests; Invite Comments

## 2. OLD BUSINESS

## 3. NEW BUSINESS

### 1. FFA REPORT ON NATIONAL CONVENTION

### 2. CONSIDER ACCEPTANCE OF THE 2015-16 AUDIT REPORT

Motion to acknowledge acceptance of the 2015-16 audit Passed with a motion by Mark Avery and a second by Wayne Heine.

Doug Tonniges: Absent, Mark Avery: Yea, Jodi Cast: Yea, Wayne Heine: Yea, Larry Paxson: Yea, Jason Richters: Yea

Yea: 5, Nay: 0, Absent: 1

### 3. NASB DELEGATE ASSEMBLY/LRN INPUT

### 4. FINALIZE NASB/NASA STATE CONFERENCE ATTENDANCE PLANS

#### 5. APPROVE THE 1000 POLICY SECTION INCLUDING: 1001 GENERAL POLICY STATEMENT; 1002 CREATION AND AMENDMENT OF BOARD OF EDUCATION POLICIES; AND 1003 MISSION STATEMENT

Motion to approve the 1000 Policy Section including: 1001 General Policy Statement, 1002 Creation and Amendment of Board of Education Policies, and 1003 Mission Statement Passed with a motion by Jason Richters and a second by Jodi Cast. Doug Tonniges: Absent, Mark Avery: Yea, Jodi Cast: Yea, Wayne Heine: Yea, Larry Paxson: Yea, Jason Richters: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 6. APPROVAL OF METHOD OF PUBLICATING NOTICE OF PUBLIC MEETING

Motion that public meeting notices will always be posted on the school website and may be posted in a newspaper of general circulation Passed with a motion by Wayne Heine and a second by Mark Avery.  
Doug Tonniges: Absent, Mark Avery: Yea, Jodi Cast: Yea, Wayne Heine: Yea, Larry Paxson: Yea, Jason Richters: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 7. APPROVAL OF THE 2000 POLICY SECTION INCLUDING: 2001 ROLE OF THE BOARD OF EDUCATION; 2002 ORGANIZATION OF BOARD; 2003 DEVELOPMENT AND EDUCATION OF BOARD MEMBERS; 2004 OATH OF OFFICE; 2005 CONFLICT OF INTEREST; 2006 COMPLAINT PROCEDURE; 2007 REIMBURSEMENT AND MISCELLANEOUS EXPENDITURES; 2008 MEETINGS; 2009 PUBLIC PARTICIPATION AT BOARD MEETINGS; 2010 PREPARATION FOR REGULARLY SCHEDULED BOARD MEETINGS; 2011 MEMBERSHIP IN ORGANIZATIONS; 2012 BOARD CODE OF ETHICS; 2013 VIOLATION OF BOARD ETHICS; 2014 RELATIONSHIP WITH SCHOOL ATTORNEY; AND 2015 STUDENT MEMBER OF SCHOOL BOARD

Motion to approve the 2000 policy sections including: 2001 Role of the Board of Education, 2002 Organization of Board, 2003 Development and Education of Board Members, 2004 Oath of Office, 2005 Conflict of Interest, 2006 Complaint Procedure, 2007 Reimbursement and Miscellaneous Expenditures, 2008 Meetings, 2009 Public Participation at Board Meetings, 2010 Preparation for Regularly Scheduled Board Meetings, 2011 Membership in Organizations, 2012 Board Code of Ethics, 2013 Violation of Board Ethics, 2014 Relationship with School Attorney, and 2015 Student Member of School Board Passed with a motion by Larry Paxson and a second by Wayne Heine.  
Doug Tonniges: Absent, Mark Avery: Yea, Jodi Cast: Yea, Wayne Heine: Yea, Larry Paxson: Yea, Jason Richters: Yea  
Yea: 5, Nay: 0, Absent: 1

8. DISCUSS AND TAKE ALL ACTION NECESSARY ON BID TO TUCKPOINT  
AND PAINT THE SCHOOL

9. 50TH ANNIVERSARY PLANNING COMMITTEE

10. STUDENT AND STAFF RECOGNITION

Motion to commend Preston Stuhr on being selected as a Student Voices panelist

Passed with a motion by Jason Richters and a second by Mark Avery.

Doug Tonniges: Absent, Mark Avery: Yea, Jodi Cast: Yea, Wayne Heine: Yea, Larry

Paxson: Yea, Jason Richters: Yea

Yea: 5, Nay: 0, Absent: 1

11. BOARD OF EDUCATION SELF-EVALUATION

12. BOARD MEMBER REPORTS

13. ADMINISTRATOR'S REPORTS

4. ADJOURN

# CENTENNIAL PUBLIC SCHOOL

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

Tim DeWaard  
Superintendent  
402-534-2291

Colin Borgen  
Secondary Principal

Dean Davis  
Activities Director

Marni Parrack  
Elementary Principal

Bob Fish  
Counselor

John McClarnen  
Special Services

## CENTENNIAL BOARD OF EDUCATION REGULAR MEETING October 10, 2016

Notice of meeting was published in York News Times on September 23, 2016.

Meeting was called to order at 8:00 p.m. with all board members present. Administrators present were Mr. DeWaard, Mrs. Parrack, Mr. Borgen and Mr. McClarnen. Guests were Dr. Anne Harley, Arne Anderson, Kyle Pankoke, Mitchell Heine, Erin Pankoke, Preston Stuhr, Abigayle Warm, Kenna Eberspacher, Kaitlyn Fehlhafer and William Lavelle.

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

The FFA informed the Board of the National FFA Convention held on October 19 to 22 in Indianapolis, Indiana.

Dr. Harley presented a report on NeSA and MAP data.

Mr. DeWaard reviewed the enrollment numbers.

Mr. DeWaard encouraged the board members to consider attending the National School Board Association Annual Conference in Denver on March 24 to 27.

Doug Tonniges was appointed to be the NASB Delegate Assembly Representative.

Motion made by Richters, seconded by Tonniges, to approve courses for horizontal movement for Mr. Polk, Mr. Rosane and Mr. Payne. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by Richters, to approve allowing Mr. Polk, Mrs. Buss, Mrs. Fowler, Ms. Becker, Mrs. McBride and Mr. Barjenbruch to attend out of state conferences. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Discussion was held on the 50<sup>th</sup> Anniversary planning committee

Motion made by Tonniges, seconded by Heine, to commend Mrs. Buss chosen as one of Nebraska state-level finalists for the Presidential Awards for Excellence in Elementary Science Teaching and Clare Wilton selected to attend National 4-H Congress. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Heard board member's reports.

Heard Administrator's reports.

Meeting adjourned at 10:17 p.m.

Jodi Cast, Secretary  
Centennial Board of Education

JC:mr

**Board Report for Newspaper**  
**NOVEMBER 2016**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
AAPC PUBLISHING	SUPPLIES	245.65
ADVANCED OFFICE AUTO	SUPPLIES/RISOGRAPH	1,975.00
AMAZON.COM	TEXTBOOKS	289.48
AMERICAN TIME	REPAIR	626.78
AMPLIFY EDUCATION, INC	SOFTWARE	2,831.00
ARAMARK	SUPPLIES	304.94
AUTO VALUE PARTS STORES	PARTS/SUPPLIES	586.68
BABY SIGNS, INC.	SUPPLIES	44.91
BARTH, BARBARA	TeamMates	151.42
BEAVER HARDWARE	PARTS	129.98
BECKER, CRYSTAL	REIMBURSEMENT	110.53
BREITKREUTZ, JESSICA	REIMBURSEMENT	22.00
BRONCO SPUR	SUPPLIES	162.00
BUSS, JANICE	REIMBURSEMENT	698.46
CAPITAL AUTOGLASS	REPAIRS	332.08
CAPITOL ONE COMMERCIAL	SUPPLIES	72.31
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	8,546.29
CENTENNIAL ELEMENTARY	REIMBURSEMENT	264.97
CENTENNIAL LUNCH	TRANSFER	177.49
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	9,076.35
CENTRAL VALLEY AG	FUEL	4,549.13
CGSMUSIC	GENERAL REPAIR	105.00
CORNHUSKER CLEANING SYSTEMS, INC	TIRES/PARTS	35.04
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	21,401.47
CULLIGAN OF CRETE	SUPPLIES	98.25
DAS STATE ACCOUNTING	TELEPHONE	477.92
DAVID CITY PUBLIC SCHOOLS	PSYCH SERVICES	4,618.71
DELL MARKETING I.P.	COMPUTER HARDWARE	1,090.53
DICKEY, SUSAN	REIMBURSEMENT	10.97
DIETZE MUSIC HOUSE	SHEET MUSIC/EQUIP	37.80
EASY TIME CLOCK, INC	FEES	36.00
EBSCO INDUSTRIES INC	SOFTWARE	1,375.00
EDUCATIONAL SERVICE UNIT #3	REGISTRATION	50.00
EGAN SUPPLY CO	SUPPLIES	831.38
ESU #6	CONTRACTED SERVICES/SUPPLIES	345.00
FASTENAL COMPANY	SUPPLIES	181.05
FEHLHAFFER'S INC	PARTS/MAINTENANCE	17.15
FILTER CARE OF NEBRASKA	SUPPLIES	47.60
FOWLER, JARRETT	REIMBURSEMENT	1,773.50
FREMONT INDUSTRIES, INC	SUPPLIES	1,892.63
HARLEY, ANNE	REIMBURSEMENT	7.00
HENRY, SHANNON	CONTRACTED SERVICES	8,098.05
HERB'S SHARPENING SERVICE	SUPPLIES	167.76
HESER, KELLY	REIMBURSEMENT	199.19
HOBART SALES SERVICE	REPAIRS	3,610.80

**Board Report for Newspaper**  
**NOVEMBER 2016**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
HOUCHEN BINDERY LTD	TEXTBOOKS	29.85
INSIGHT PUBLIC SECTOR, INC	COMPUTER HARDWARE	98.73
J.W. PEPPER & SON, INC	SHEET MUSIC	651.74
JOHANSEN, ROBERT	REIMBURSEMENT	23.96
JOSTENS	SUPPLIES	617.83
KLANECKY, EVAN	REIMBURSEMENT	199.19
KONICA MINOLTA BUSINESS SOLUTIONS	EQUIP MAIN	1,572.47
KSB SCHOOL LAW	LEGAL SERVICE	1,086.66
MATHESON TRI-GAS INC	SUPPLIES	671.17
MCCLARNEN, JOHN	REIMBURSEMENT	699.52
MCCORMICK'S HEATING & AIR CONDITIONING	MAINTENCE	2,642.25
MEMORIAL HEALTH CARE SYSTEMS	PHYSICALS	514.00
NANTKES, JENNIFER	CONTRACTED SERVICES	1,516.58
NASB	FEES	1,244.00
NE DOL/BOILER INSPECTION PROGRAM	INSPECTION	120.00
NEBRASKA CENTRAL EQUIPMENT, INC	SUPPLIES	624.48
NEBRASKA SAFETY CENTER	OTHER EXP	75.00
NIMCO, INC	SUPPLIES	42.50
OMAHA'S HENRY DOORLY ZOO AND AQUARIUM	FEES	100.00
PAC N SAVE	FOOD/SUPPLIES	1.99
PAYFLEX	FEES	118.80
PEARSON	TEXTBOOKS	253.57
PIEPER PLUMBING & WELL DRILLIN	PLUMBING	222.87
PITSCO	SUPPLIES	1,450.80
POTTER REPAIR	REPAIRS	90.30
PRECISION DIESEL, INC	PARTS	200.76
PRESTO-X CO	EXT FEE	101.44
PRIME COMMUNICATIONS, INC	COMP HARDWARE	525.00
PROVIDENCE WORKING CANINES	SERVICES	449.85
QUILL CORPORATION	SUPPLIES/EQUIP	279.51
RAFERT, LINDA	REIMBURSEMENT	66.13
REALLY GOOD STUFF	SUPPLIES	201.59
RECYCLING ENTERPRISES OF NE, INC	RECYCLING	40.00
RESOURCES FOR READING	SUPPLIES	99.00
SAMS, BRIAN	REIMBURSEMENT	929.99
SCHOLASTIC INC	SUPPLIES/TEXTBOOKS	92.40
SEWARD APPLIANCE REPAIR LLC	MAINTENANCE	365.27
SEWARD COUNTY PPD	ELECTRICITY	10,676.82
SLADKY, ASHLEE	REIMBURSEMENT	317.97
SNUG VEST - WEARABLE TERAPEUTICS, INC	SUPPLIES	405.00
SOURCEGAS	FUEL	1,279.57
SPORTS EXPRESS	SUPPLIES	145.25
STECKLY, JO	REIMBURSEMENT	7.50
STRIV, INC	PUPIL SERVICES	1,975.00
STUHR MUSEUM EDUCATION DEPT	FEES	116.00
SUDRLA, PATTY	CONTRACTED SERVICES	2,739.08

**Board Report for Newspaper**  
**NOVEMBER 2016**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>	
TAESE/USU	STAFF DEV	245.00	
UNITE PRIVATE NETWORKS, LLC	LEASE	935.82	
UTICA PARTS & SERVICE	REPAIRS	1,406.25	
VALUE PRINT	REFILL CARTRIDGES	967.45	
VERIZON WIRELESS	CELL PHONE	913.01	
VILLAGE OF UTICA	WATER/SEWER	1,427.59	
VOLZKE CORP	SUPPLIES	11.92	
WALMART COMMUNITY/RFCSELLC	SUPPLIES	321.86	
WINDSTREAM	TELEPHONE	467.13	
YORK GENERAL HOSPITAL	SERVICES	504.65	
YORK NEWS TIMES	ADV/PRINTING	81.03	
YORK PRINTING COMPANY	SUPPLIES/PRINTING	290.40	
		<b>Fund Total:</b>	<b>120,958.75</b>
		<b>Checking Account Total:</b>	<b>120,958.75</b>

**BUILDING FUND**

BOK Financial	\$184,575.00
Bryant Air	12,700.00
Dawson Electric, Inc	5,845.67
Independent Roofing, Co	38,000.00
<b>TOTAL</b>	<b>\$241,120.67</b>

CENTENNIAL ELEMENTARY ACTIVITY ACCOUNT

Oct-16

ACCOUNT	Sep-16 BALANCE	RECEIPTS	DISBURSEMENTS	Oct-16 BALANCE
BOOKS	\$209.60	\$317.00	\$332.00	\$194.60
BOXTOPS	\$3,544.07			\$3,544.07
PICTURES	\$1,461.67			\$1,461.67
GENERAL	\$5,566.47	\$555.45	\$807.70	\$5,314.22
BACKPACK	\$16,012.74		\$6.36	\$16,006.38
READING CLASSIC				
TOTAL	\$26,794.55	\$872.45	\$1,146.06	\$26,520.94

Elementary Activity Bank Balance: \$26,700.94

Outstanding Checks: \$180.00

Balance: \$26,520.94

Elementary Activity Savings Account \$2,961.68

Interest on Activity Savings Account \$1.49

Other

Total in Savings: \$2,963.17

October 31, 2016

	Oct. 1 Balance	Received	Expenditures	Nov. 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	\$12,691.87	\$16,763.00	\$13,018.98	\$16,435.89
BAND TRIP	\$7,360.68	\$8,740.00		\$16,100.68
BOOSTER CLUB	\$0.00	\$4,900.00		\$4,900.00
BOYS BASKETBALL	\$90.84	\$1,270.71		\$1,361.55
BRONCO STORE	\$1,878.83	\$476.13	\$25.79	\$2,329.17
C CLUB	\$419.02			\$419.02
CLASS '14	\$1,115.46			\$1,115.46
CLASS '17	\$1,055.54	\$5.00		\$1,060.54
CLASS '18	\$3,513.29		\$189.70	\$3,323.59
CLASS '19	\$0.00			\$0.00
CONC. MAN.	\$627.65	\$435.76		\$1,063.41
CONCESSIONS	\$35,144.19	\$7,044.97	\$5,316.56	\$36,872.60
CROSS COUNTRY	\$140.53			\$140.53
DANCE TEAM	\$1,776.24			\$1,776.24
DIST. EVENTS	\$6,168.69	\$6,472.00	\$314.00	\$12,326.69
DRAMA	\$7,720.49			\$7,720.49
FBLA	\$801.60	\$1,186.82	\$490.00	\$1,498.42
FCA	-\$39.95			-\$39.95
FCCLA	\$3,152.86	\$220.00	\$230.03	\$3,142.83
DISTRICT 2 FCCLA	-\$4.11			-\$4.11
FFA	\$7,223.20	\$3,926.56	\$3,748.77	\$7,400.99
FOOTBALL	\$1,458.52		\$678.68	\$779.84
GENERAL	\$75,477.32	\$75,894.56	\$149,128.57	\$2,243.31
GIRLS BASKETBALL	\$419.48			\$419.48
GOLF	\$10.22			\$10.22
INSTR.	-\$2,114.45	\$343.00	\$1,158.53	-\$2,929.98
JH GIRLS B-BALL	\$1,819.70			\$1,819.70
JH YEARBOOK	-\$52.77			-\$52.77
LIBRARY	\$728.15		\$500.00	\$228.15
MAT GIRL	\$1,700.43			\$1,700.43
NHS	\$40.10			\$40.10
ONE ACT	-\$25.54			-\$25.54
SCIENCE	\$390.81			\$390.81
SHOP/TECH	\$1,925.68			\$1,925.68
SHOW CHOIR	-\$244.11		\$1,107.93	-\$1,352.04
SOFTBALL	\$2,419.84		\$115.00	\$2,304.84
SPANISH CLUB	\$0.00			\$0.00
SPEECH	-\$458.14	\$55.64		-\$402.50
ST. COUN.	\$100.43	\$253.01	\$518.60	-\$165.16
STUDENT FEES	\$0.00			\$0.00
TRACK	\$250.50			\$250.50
VOCAL	-\$4,243.01	\$1,822.00	\$100.00	-\$2,521.01
VOLLEYBALL	\$5,574.59	\$187.04	\$533.59	\$5,228.04
WRESTLING	\$1,394.93			\$1,394.93
WT. ROOM	\$3,592.66	\$100.00		\$3,692.66
YEARBOOK	-\$20,527.71	\$60.00		-\$20,467.71
<b>TOTAL</b>	<b>\$160,478.64</b>	<b>\$130,156.20</b>	<b>\$177,174.73</b>	<b>\$113,460.11</b>
CENTENNIAL BANK BALANCE				\$120,904.92
OUTSTANDING CHECKS				\$7,444.81
OUTSTANDING DEPOSITS				
<b>TOTAL</b>				<b>\$113,460.11</b>

Year To Date

	Sept. 1, 2016 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$0.00	\$0.00	\$4.09
ATHLETICS	-\$18,854.94	\$51,976.50	\$16,685.67	\$16,435.89
BAND TRIP	\$7,360.68	\$8,740.00	\$0.00	\$16,100.68
BOOSTER CLUB	\$11,000.00	\$7,900.00	\$14,000.00	\$4,900.00
BOYS BASKETBALL	\$19.84	\$1,341.71	\$0.00	\$1,361.55
BRONCO STORE	\$1,878.83	\$476.13	\$25.79	\$2,329.17
C CLUB	\$419.02	\$0.00	\$0.00	\$419.02
CLASS '14	\$1,115.46	\$0.00	\$0.00	\$1,115.46
CLASS '17	\$1,140.06	\$5.00	\$84.52	\$1,060.54
CLASS '18	\$3,513.29	\$0.00	\$189.70	\$3,323.59
CLASS '19	\$0.00	\$0.00	\$0.00	\$0.00
CONC. MAN,	\$188.08	\$875.33	\$0.00	\$1,063.41
CONCESSIONS	\$34,469.60	\$13,987.34	\$11,584.34	\$36,872.60
CROSS COUNTRY	\$450.30	\$20.00	\$329.77	\$140.53
DANCE TEAM	\$1,776.24	\$0.00	\$0.00	\$1,776.24
DIST. EVENTS	\$6,168.69	\$6,472.00	\$314.00	\$12,326.69
DRAMA	\$7,720.49	\$0.00	\$0.00	\$7,720.49
FBLA	\$1,001.24	\$1,343.82	\$846.64	\$1,498.42
FCA	-\$39.95	\$0.00	\$0.00	-\$39.95
FCCLA	\$2,797.73	\$843.13	\$498.03	\$3,142.83
DISTRICT 2 FCCLA	\$113.89	\$0.00	\$118.00	-\$4.11
FFA	\$10,901.15	\$8,329.65	\$11,829.81	\$7,400.99
FOOTBALL	\$4,969.84	\$0.00	\$4,190.00	\$779.84
GENERAL	\$59,024.71	\$148,337.79	\$205,119.19	\$2,243.31
GIRLS BASKETBALL	\$419.48	\$0.00	\$0.00	\$419.48
GOLF	\$10.22	\$0.00	\$0.00	\$10.22
INSTR.	-\$1,792.46	\$968.95	\$2,106.47	-\$2,929.98
JH GIRLS B-BALL	\$1,819.70	\$0.00	\$0.00	\$1,819.70
JH YEARBOOK	-\$52.77	\$0.00	\$0.00	-\$52.77
LIBRARY	\$761.58	\$0.00	\$533.43	\$228.15
MAT GIRL	\$1,700.43	\$0.00	\$0.00	\$1,700.43
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	-\$25.54	\$0.00	\$0.00	-\$25.54
SCIENCE	\$390.81	\$0.00	\$0.00	\$390.81
SHOP/TECH	\$1,925.68	\$0.00	\$0.00	\$1,925.68
SHOW CHOIR	-\$598.67	\$450.56	\$1,203.93	-\$1,352.04
SOFTBALL	\$5,679.24	\$0.00	\$3,374.40	\$2,304.84
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	-\$458.14	\$55.64	\$0.00	-\$402.50
ST. COUN.	-\$503.24	\$2,014.86	\$1,676.78	-\$165.16
STUDENT FEES	\$0.00	\$0.00	\$0.00	\$0.00
TRACK	\$250.50	\$0.00	\$0.00	\$250.50
VOCAL	-\$2,496.01	\$1,822.00	\$1,847.00	-\$2,521.01
VOLLEYBALL	\$13,534.24	\$435.04	\$8,741.24	\$5,228.04
WRESTLING	\$1,394.93	\$0.00	\$0.00	\$1,394.93
WT. ROOM	\$3,392.66	\$300.00	\$0.00	\$3,692.66
YEARBOOK	-\$21,707.11	\$1,522.00	\$282.60	-\$20,467.71
	\$140,823.97	\$258,217.45	\$285,581.31	\$113,460.11
			Total	\$113,460.11

November 2016  
October Bank Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE AMOUNT	INT. REC
Lunch Fund	First Bank of Utica	Checking 180000	<u>\$10,243.55</u>	
			\$10,243.55	
			Total	
Depreciation Fund	Farmers & Merchants	MMA 436 949	<u>\$147,591.57</u>	\$18.80
			\$147,591.57	
			Total	
Unemployment Ins.	Cornerstone Bank	Certificate 66245	\$53,836.29	
	Cornerstone Bank	MMA 81190	<u>\$10,798.37</u>	\$1.55
			\$64,634.66	
			Total	
Building Fund	First Bank of Utica	Checking 18 064 6	\$444,423.21	\$216.35
		Qualified Cap Bond 180554	\$69,674.86	\$10.91
			Total	
			\$514,098.07	
General Fund	Farmers & Merchants	MMA 436 436	\$92,839.15	\$11.83
	Farmers & Merchants	CD 71455 24mo	\$123,520.62	
	Farmers & Merchants	19 mo 2-2016	\$121,518.16	
	First Bank of Utica	MMA 18 065 3 General Acct	\$104,501.75	\$44.36
	First Bank of Utica	CD16282	\$122,898.89	
	Cornerstone Bank	MMA 300079871	\$56,317.05	\$8.10
	Cornerstone Bank	CD 16634 24mo 02/17/2017	\$131,853.94	
	Cornerstone Bank	CD 71241 16 mo 12/05/2017	\$131,824.05	
	York State, Gresham	MMA 1027291	\$55,628.58	\$6.36
	York State, Gresham	CD 5204	\$191,950.71	\$357.83
	York State, Gresham	CD 5215	\$129,708.91	
	First Bank of Utica	PayFlex Acct	\$18,484.06	
			Total	
			\$1,281,045.87	\$428.48
	First Bank of Utica	Checking 180505	<u>\$756,112.21</u>	\$141.25
			\$756,112.21	
			Total	
			\$2,773,725.93	

Total amount invested at Farmers & Merchants . . . . . \$485,469.50  
 Total amount invested at First Bank of Utica . . . . . \$1,526,338.53  
 Total amount invested at Cornerstone Bank, Waco . . . . . \$384,629.70  
 Total amount invested at York State, Gresham . . . . . \$377,288.20  
 Total invested \$2,773,725.93



Karen Haase  
Steve Williams  
Bobby Truhe  
Shari Russell, Paralegal

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MEMORANDUM

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TO: Superintendent Tim DeWaard  
FROM: Karen Haase, Steve Williams and Bobby Truhe  
DATE: September 14, 2016  
RE: 1000 Series Policies

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The following is a description of the policies in the 1000 series regarding policy overview and the school district's mission statement. Many of the policies will apply without modification, but please review each one carefully to make sure that it conforms to your district's practices.

**Policy 1001. General Policy Statements.** Policy 1001 contains general statements that explain the purpose of board policies.

**Policy 1002. Creation, Amendment and Distribution of Policies.** Policy 1002 describes the method of adopting and amending policies. It permits the board to adopt and amend policies at a single meeting if the proposed policy or amendment has been distributed to the board members in writing prior to the meeting at which it is to be considered. In an emergency, the board may waive the requirement of prior distribution. This is in contrast to the policies of many Nebraska school districts which require boards to consider the adoption or amendment of policies at two board meetings, a requirement which boards frequently find cumbersome. It also addresses the Department of Education's requirement that boards review policies at least once every three years, the distribution of policies, and the maintenance of an official district policy manual.

**Policy 1003. Mission Statement.** Most school districts have adopted their own school mission statements. We have not drafted a

mission statement, because this is a highly individualized process. We do, however, want to offer specific guidelines for adopting a mission statement. Rule 10 requires school districts to review and update their mission statement at least every five years.

A mission statement should be a brief paragraph that is free of education jargon and "terms of art." Mission statements that articulate an idealized vision for what the school will accomplish can lead to litigation, and we recommend against using them. The following mission statement from a California school district illustrates this danger:

**The mission of the School District, simply stated, is to meet the needs of all students.**

Specifically, the District must:

Recognize children's differences, their potential and infinite value; offer appropriate educational opportunities for all students; provide students an opportunity to develop character and integrity and achieve excellence; provide a safe, supportive, trusting environment of mutual support and respect and promote self-esteem, self-respect and respect for others which will carry over into appropriate social skills, values and morals.

This mission statement articulates lofty ideals, but it also creates potential legal problems for the district. Unhappy parents could claim that the district failed to comply with its mission statement because it failed to meet the needs of their children. This is a particularly troublesome issue in the field of special education litigation.

We think the two mission statements below are much better examples of workable school mission statements:

This school district is a student-focused community that develops responsible, life-long learners through a progressive, quality education.

This school district, in cooperation with family and community, will provide a flexible and varied educational program committed to excellence. Students will be empowered to become productive and contributing members of a global community.

We will be pleased to review your school's mission statement, if you would like us to examine it for possible legal difficulties.

## **1000 Series Policies**

### **INDEX**

- 1001      General Policy Statement
- 1002      Creation and Amendment of Board of Education Policies
- 1003      Mission Statement

## **1001 General Policy Statement**

The organization, management, and control of this school district is vested in its board of education ("board"). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board's goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

### **Exceptional Circumstances**

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

## **Validity of Policies**

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

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

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

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

**1002**  
**Creation, Amendment, and Distribution of Board of Education Policies**

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

Each policy shall bear the date when it was adopted, revised or reviewed.

The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site.

**Annual Review**

The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:

Parental Involvement Policy

Title I Parental Involvement Policy

(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)

Student Fees Policy

Bullying

Multicultural Education

Student Assessment

Teacher Evaluation

Student Academic Performance

## Safety and Security Committee

### Attendance and Excessive Absenteeism

The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.

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

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

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

**1003**  
**Mission Statement**

The people of this district are committed to educational excellence in a positive, creative and caring environment, preparing each student to be a responsible, productive citizen in our ever-changing global community.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 2008 Meetings

### 1. Open Meetings

The formation of policy is public business and will be conducted openly.

### 2. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. Work sessions and retreats. The board may schedule informal work sessions between regular meetings in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session; however, no board action shall take place at a work session or retreat.

### 3. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted on the school district's website at least 48 hours before the announced beginning of the meeting. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and that any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency

meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

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

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

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

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

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

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

## **PUBLIC PARTICIPATION**

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.



Karen Haase  
Steve Williams  
Bobby Truhe  
Shari Russell, Paralegal

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## MEMORANDUM

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TO: Superintendent Tim DeWaard  
FROM: Karen Haase, Steve Williams and Bobby Truhe  
DATE: September 14, 2016  
RE: 2000 Series Policies

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We have attached the 2000 series policies that deal with Board Issues.

**Policy No. 2001. Role of the Board of Education.** This policy outlines the board's role which is (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

**Policy No. 2002. Organization of the Board.** This policy establishes the organization and functions of the various board members, including the authority to sign all warrants and checks drawing on depository funds of the district. The Nebraska State Auditor takes the position that only the president may utilize the president's own facsimile signature, although we dispute the Auditor's reading of the statutes and therefore authorize the vice president or secretary to utilize the facsimiles to sign checks and warrants.

The policy also addresses board vacancies and states that the January meeting will be used as the meeting for selecting officers and addressing other board organization items.

Finally, under the Committees section, we have listed the statutory required Committee on Americanism. Be sure to form the committee at the beginning of each school year.

**Policy No. 2003. Development and Education of Board Members.** This policy discusses board member orientation, training, and continuing education.

**Policy No. 2004. Oath of Office.** Nebraska state law does not technically require school districts other than Class VI school districts to administer the oath. However, we believe it is a good idea to administer this oath of office.

**Policy No. 2005. Conflict of Interest.** Policy 2005 addresses conflicts of interest for board members, including board members' obligations under the Political Accountability and Disclosure Act. Board members should carefully review this policy, particularly if they are married to a school district employee or if they do any business with the district.

Nebraska state statute prohibits a school board member from being employed as a teacher by the district in which he or she serves on the board. See NEB. REV. STAT. § 79-544. This prohibition would include serving as an administrator, school nurse, or any other position which requires a certificate from the Nebraska Department of Education. Because we have a freestanding version regarding employment of board members in policy 4015, we have simply inserted a cross-reference to that policy here.

**Policy No. 2006. Complaint Procedure.** This policy outlines the general complaint procedure for all district patrons and staff, including board members, unless another policy or contract such as a collective bargaining agreement applies a separate grievance procedure.

It is important to note that we have combined several required complaint procedures into this general complaint procedure policy, such as Section 504 (prohibiting disability discrimination) and Title IX (prohibiting sex discrimination). Our hope is that having one complaint procedure will make it much easier to follow the correct steps in each complaint, regardless of the nature of the complaint. We have included a reference to the Office of Civil Rights, as well, which is required by many of these federal laws.

We often suggest that board members keep extra copies of this policy readily available to provide to patrons who contact you to lodge general complaints about teachers, coaches, or administrators. Board

members should be very familiar and comfortable with this policy and attempt to follow it with fidelity in all cases.

**Policy No. 2007. Reimbursement and Miscellaneous Expenditures.** The policy permits district staff and board members to seek reimbursement for attending continuing education, training, and development activities, provided such expenses are permitted by law. This policy will be useful for school districts explaining to the State Auditor why such reimbursements were paid.

The Nebraska Political Subdivision Miscellaneous Expenditures Act allows board to award a "plaque, certificate of achievement, or item of value" to employees, board members, or volunteers. However, the board must set a dollar limit on the value of the award. We have set the value at \$100 – you may change it to reflect your board's practice. However, you may not change the amount more than once in any twelve-month period.

Finally, the last provision states that recognition dinners will be limited to a \$25 per person cost, which comes directly from state statute. You cannot increase this number.

**Policy No. 2008. Meetings.** The Open Meetings Act requires a public body to identify the method it will use to advertise its meetings. This policy states the board will post (rather than publish in a local newspaper) notice of its meetings at 3 prominent locations within the district. We put that provision in there because many schools use this method rather than the newspaper. If your board uses a different method of advertising your meetings, such as posting on your website, you should adjust the policy accordingly. Keep in mind that a simple posting method doesn't prohibit you from also posting in a newspaper, but the method designated will be your legal minimum requirement. We prefer posting versus a newspaper because circulation timelines are often prohibitive unless your paper is a daily publication.

**Policy No. 2009. Public Participation at Board Meetings.** This policy covers public comment and participation at board meetings, including public comment and board materials available to patrons attending meetings. The Nebraska Open Meetings Act specifically provides that boards are not required to allow for public comment at every meeting. The Attorney General suggests that boards allow a time for public comment at least four times per year. We prefer to have our policies set for minimum requirements so that boards have the most

possible flexibility. Therefore, you may adopt this policy as it is, even if you allow for public comment more frequently.

We have also attached a sheet of instructions for members of the public who wish to speak for your use during public comment at board meetings. The rules sheet sets forth limits on the time for public comment and sets some other general rules. You should review this document and revise it to reflect your practice. You should then have extra copies of this document available at meetings where you will allow the public to comment.

**Policy No. 2010. Preparation for Board Meetings.** This policy sets out the general way that your board prepares for its meetings. In our experience, the vast majority of schools have the superintendent set the agenda in consultation with the board president. If that is not the way your board prepares its agendas, please contact us so that we can revise this policy to reflect your practice. This policy also makes it clear that members of the public have no entitlement to be placed on the agenda. You should refer angry callers who demand to be placed on the board's next meeting agenda to this policy, and politely invite them to speak the next time your board has scheduled public comment.

**Policy No. 2011. Membership in Organizations.** This policy simply states that the board may hold memberships in various organizations. This policy is useful in answering questions from the state auditor or patrons about why you are paying membership dues in organizations such as the Nebraska Rural Community Schools Association, the Nebraska School Boards Association, or the National Association of School Boards. Some boards add a list of approved organizations to this policy annually or on an as-needed basis, as well. You are not required to list all of the organizations of which the board is a member, but you can do so.

**Policy No. 2012. Code of Ethics.** We have drafted this policy based on input from numerous calls and questions from frustrated board members, administrators, and patrons. This policy attempts to capture what we believe it means to be a healthy, productive board of education. The board should carefully review this policy to be sure that this is consistent with its beliefs and practices. Once the board has adopted its code of ethics, you should review it frequently and include it in new board member training to remind both new and incumbent board members of the ethical obligations they have placed upon themselves. Candidates for the board should be provided with a copy of this policy

after they file for office and new board members should be reminded of this policy after they are elected.

**Policy No. 2013. Violation of Board Ethics.** Unfortunately, there is very little legally that a board can do to impose consequences on one of its members who violates the code of ethics. We urge board members to use their personal relationships and shared cultural expectations to enforce the code of ethics informally. We do occasionally have board contact us for guidance on more formal methods to use in communicating to a board member and/or to the community that a breach of ethics has occurred. This policy sets out the steps that a board could take in those instances.

Boardsmanship training is one of the most urgent needs that we see in Nebraska school districts. We have worked with many boards on an individualized basis to address specific needs in addition to general Boardsmanship issues. We encourage boards who are struggling with ethical breaches to obtain additional training before resorting to the strategies outlined in this policy.

**Policy No. 2014. Relationship with School Attorney.** This policy gives the superintendent and the board president the authority to contact the school attorney and to give permission for others to contact the attorney. A few boards have been unpleasantly surprised when they received a bill for legal advice from an attorney who was contacted by an individual board member without permission. This policy provides that any board member who contacts the school attorney without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact. Our general practice is to politely decline to speak to any member of the board who does not have the authority to speak with us. This provision can be a powerful incentive for an unscrupulous board member to be honest about having permission to speak with the attorney.

The policy also states that the board shall choose an attorney to assist it. This is not a legal requirement, but we do find that many boards "choose" an attorney. While Nebraska law does permit boards to use attorneys for legal needs, you are not required to pick only one and formally choose at a certain meeting each year. For example, if your board uses KSB and a local attorney on some issues, it is perfectly permissible to authorize the superintendent to contact either on an as-needed basis, without designating only one.

**Policy No. 2015. Student Member of the Board.** For those boards who have a student member, this policy authorizes the practice and provides guidelines for the student member's participation. Note that the policy states the decision will be made at the board's regular "May" meeting or "any other meeting" as determined by the board. You should change this to reflect your practice. This policy is not required, so if you do not allow student members, you could simply elect not to pass this policy as part of your policy manual or could change it to say the board does not authorize student members. We would be happy to help with any changes you'd like to make.

## **2000 Series**

### **INDEX**

2001	Role of the Board of Education
2002	Organization of Board
2003	Development and Education of Board Members
2004	Oath of Office
2005	Conflict of Interest
2006	Complaint Procedure
2007	Reimbursement and Miscellaneous Expenditures
2008	Meetings
2009	Public Participation at Board Meetings
2010	Preparation for Regularly Scheduled Board Meetings
2011	Membership in Organizations
2012	Board Code of Ethics
2013	Violation of Board Ethics
2014	Relationship with School Attorney
2015	Student Member of School Board

## **2001 Role of the Board of Education**

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

### **1. Establishment of Mission, Goals and Policies**

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

### **2. Establishment and Maintenance of School Facilities and Other Resources**

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

### **3. Selection of the Superintendent of Schools**

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

#### 4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

#### 5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

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

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

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

**2002  
Organization of the Board**

1. Membership, Term and Election
  - a. The Board of Education shall be comprised of six members who will be elected at large.
  - b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.
  
2. Internal Organization
  - a. President
    - i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
    - ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.
  - b. Vice President
    - i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
    - ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.
  - c. Secretary
    - i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
    - ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings

is provided to each board member and to the superintendent, and that a concise summary of each month=s meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by Nebraska statutes.

4. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.

- ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
  - c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

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

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

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

**2003**  
**Development and Education of Board Members**

1. New Board Member Orientation

- a. All new board members are strongly encouraged to attend new board member training and workshops.
- b. Sitting board members and the superintendent will assist each new member-elect to understand the board's functions, policies, and procedures before he or she takes office.

2. Ongoing Development and Education

- a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.
- b. Board members are encouraged to engage in continuing education such as:
  - i. Participation in local, regional and state conferences and workshops such as meetings of the Nebraska Association of School Boards, the Nebraska Rural Community Schools Association, and the Nebraska Council of School Administrators.
  - ii. Participation in legislative sessions and related activities.
  - iii. Participation in national conventions such as the National School Boards Association and/or the American Association of School Administrators on a rotating basis among the members.
  - iv. Examination of other school facilities and their programs.

The superintendent shall notify board members of all relevant conferences and workshops, other local and regional meetings, and/or in-service activities.

Board members should refer to Policy 2007 for information on reimbursement for attendance at continuing education and training.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2004  
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

I, ....., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **2005 Conflict of Interest**

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

### **1. Definitions. For purposes of this policy:**

#### **a. Business with which a board member is associated shall include the following:**

- (1) A business in which the board member 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 board member 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 he or she, 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 board member 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.**

### **2. Contracts with the School District.**

- a. No board member 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 office hours the proposals considered and the contract awarded. Board members who enter into**

employment contracts with the school district must also comply with Policy 4015.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) 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.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
  - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
  - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
  - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

### 3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
  - (1) All district employees.

- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

#### 4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) 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.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

#### 5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member 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 board member 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 board member would thereby be influenced.
- c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
- d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

## 6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction 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 the board 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 the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, 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.
  - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
  - (2) Any member of the board 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 board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

## 7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:
  - (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict (Use NADC Form C-2);
  - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and

(3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

#### 8. Recordkeeping

a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

(1) The names of the contracting parties.

(2) The nature of the interest of the board member in question.

(3) The date that the contract was approved.

(4) The amount of the contract.

(5) The basic terms of the contract.

b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. 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: \_\_\_\_\_

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

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

## **2006 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office

for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.

- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

## 2007

### Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
  - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
  - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
  - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
  
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$25.00.

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

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

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

## **2008 Meetings**

### **1. Open Meetings**

The formation of policy is public business and will be conducted openly.

### **2. Types of Meetings**

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. Work sessions and retreats. The board may schedule informal work sessions between regular meetings in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session; however, no board action shall take place at a work session or retreat.

### **3. Notice**

The board shall give reasonable advance publicized notice of the time and place of each of its meetings. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district at least 48 hours before the announced beginning of the meeting. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and that any formal action taken in such meeting

shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2009**  
**Public Participation at Board Meetings**

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2010**  
**Preparation for Board Meetings**

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment.

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

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

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

**2011**  
**Membership in Organizations**

The board may hold membership in organizations approved by the board.

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

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

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

**2012**  
**Board Code of Ethics**

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

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

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

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

**2013**  
**Violation of Board Ethics**

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
  - a. Identify the provision of the code that the member has violated;
  - b. Propose how the member can remedy the violation;
  - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
  
2. The board may enter executive session during a regular meeting to confront the offending board member.
  - a. The board may enter executive session when necessary to prevent needless injury to the reputation of the offending board member.
  - b. During the executive session, board members will identify the provision of the code that has been violated and propose how the member can remedy the violation.
  - c. The board may invite its attorney to participate in an executive session regarding a breach of board ethics.
  
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

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

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

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

**2014**  
**Relationship with School Attorney**

The board of education shall choose an attorney to assist it and the administration in dealing with legal issues.

The superintendent and the board president shall have the authority to contact the school's attorney on behalf of the district. The superintendent may give other members of the administration permission to contact the school's attorney on an as-needed basis. Individual board members other than the president may not contact the school attorney on behalf of the board without the approval of the board president or a majority of the board. Any board member who contacts the school attorney without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the school attorney is involved.

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

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

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

**2015**  
**Student Member of School Board**

In order to provide the School Board gain a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

**Selection and Term of Student Member**

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

**Guidelines**

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

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

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

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



*Proposal for Masonry Preservation,  
Maintenance and Repair*



*Prepared for  
Centennial Public School  
Utica, Nebraska*

*May 11, 2016*



# **CONTENTS**

PROPOSAL SUMMARY

INSPECTION REPORT

SPECIFICATIONS FOR MASONRY PRESERVATION, REPAIR, AND  
MAINTENANCE

JOB SITE MANAGEMENT PROCEDURES

CONCLUSION

REFERENCES

NOTES

# Centennial Public School

## PROPOSAL SUMMARY

The mission of every school is to provide students the opportunity for quality education and lifelong learning in a positive and caring environment. Maintenance and repair projects, while necessary for support of the school, do not directly improve the school's primary foundation. Consequently, our shared goal should be to maximize benefits while reducing costs.

The section of our proposal entitled *Inspection Report* provides:

- ✓ an overview of your church's current condition
- ✓ a list of repairs which should be made

The *Technical Specifications* provides detailed instructions our technicians use to complete repairs. These work methods will:

- ✓ reduce future maintenance
- ✓ complete the most durable repairs possible
- ✓ protect or improve the facility's appearance

*Job Site Management* gives specific details of our job site management processes. These procedures assure:

- ✓ the safety and comfort of members, staff, and visitors
- ✓ frequent and honest communications
- ✓ professional evaluations and recommendations
- ✓ competently trained workers who understand the needs of and demonstrate respect for the entire community

The testimonials and contacts listed in *Past Projects* will show our experience fulfilling commitments to several thousand clients over the past 50 years.

## Centennial Public School

Our project pricing required to meet these objectives for your school is:

<b>BUILDING</b>	<b>COST AS PROPOSED</b>
Centennial Public School – Work Area #1	\$17,954.00
Centennial Public School – Work Area #1-Option #1	\$53,588.00

### Payment

No down payment or payments during the course of the project are required. After the project has been inspected and accepted by the Owner, an invoice will be mailed and payment shall be made within 10 days of the invoice date unless other arrangements have been made.

### Guarantee

Upon substantial completion of the work, the Contractor's project supervisor will conduct a thorough inspection with the Owner's representative for acceptance of the work. Karr Tuckpointing LLC guarantees all materials and workmanship for a period of two years from date of final acceptance.



# CERTIFICATE OF LIABILITY INSURANCE

KARRT-1 OP ID: JE

DATE (MM/DD/YYYY)  
07/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Millhiser Smith Agency, Inc. 3100 Oakland Road NE PO Box 3100 Cedar Rapids, IA 52406-3100 Michael L. Fittro	<b>CONTACT NAME:</b> Michael L. Fittro <b>PHONE (A/C, No, Ext):</b> 319-365-8611 <b>FAX (A/C, No):</b> 319-365-6919 <b>E-MAIL ADDRESS:</b> certs@millhisersmith.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Cincinnati Insurance Company</td> <td>10677</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Cincinnati Insurance Company	10677	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER E :														
INSURER F :														
<b>INSURED</b> Karr Tuckpointing LLC PO Box 417 Vinton, IA 52349-0417														

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CPP0892983	07/10/2015	07/10/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 <b>Emp Ben.</b> \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CPP0892983	07/10/2015	07/10/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		CPP0892983	07/10/2015	07/10/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC2140605	07/10/2015	07/10/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased Equipment		CPP0892983	07/10/2015	07/10/2016	Lease Equ 150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Project: Zion Lutheran Church**

<b>CERTIFICATE HOLDER</b>  TOWHO-1  To Whom It May Concern xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <b>Michael L. Fittro</b>
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ACORD 25 (2014/01)

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**IMPORTANT MEMORANDUM ABOUT**  
**EMPLOYEES OF KARR TUCKPOINTING LLC**

I, William L. Karr, President, officially state all the employees of Karr Tuckpointing LLC;

1. Have completed all pre-employment drug screening programs.
2. Are a part of the random drug screening program with Allen Occupational Health Services.
3. Had a pre-employment criminal and driving history review.
4. Have a criminal and driving history review every 6 months.

William L. Karr  
William L. Karr, President



\_\_\_\_\_  
Date

STATE OF IOWA  
COUNTY OF BENTON

William L. Karr, President of Karr Tuckpointing LLC subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**IMPORTANT COMMUNICATION MEMORANDUM**

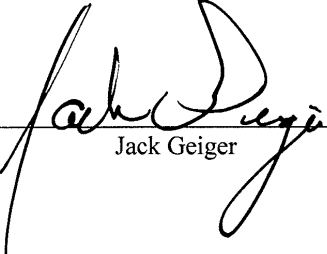
Karr will provide the Owner with 7 days, 24 hour contact with Karr staff. During the work week, Monday through Friday, during work hours, it is expected that communications be directed to the job site supervisor. Jack Geiger communicates with the job supervisor several times each day. Should the need arise to be in contact during the weekends or in the event that a need has arisen that you feel the need for a more direct contact to Bill Karr or Jack Geiger.

Jack Geiger, Project Manager  
Office: 800-553-0017, ext. 156  
Cell: 319-560-7342  
Home: 319-475-2207

Bill Karr, President  
Office: 800-553-0017, ext. 112  
Cell: 319-560-7391  
Home: 319-342-2410

Our fax number is 319-472-5565 or e-mail Jack at [jgeiger@karrtuckpointing.com](mailto:jgeiger@karrtuckpointing.com).

If you have any questions or concerns at any point in time during the project, please don't hesitate to give us a call.

  
\_\_\_\_\_  
Jack Geiger

  
\_\_\_\_\_  
Bill Karr

**IMPORTANT MEMORANDUM ABOUT**  
**EMPLOYEES OF KARR TUCKPOINTING LLC**

I, William L. Karr, President, officially state all the employees of Karr Tuckpointing LLC will adhere to a smoke-free policy;

Due to the acknowledged hazards arising from exposure to tobacco smoke, it shall be the policy of Karr Tuckpointing LLC to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product within the Karr office, warehouse, any company premises, in any company vehicle, or on the jobsite at any time. This policy applies to both employees and non-employee visitors of Karr Tuckpointing LLC

Benefits

- Improved health and well being for both smokers and non-smokers
- Reduce exposure to second-hand smoke for all employees and consequently, a reduced risk of cancer, heart disease and respiratory problems in adults and children
- Promotion of a healthier, cleaner work environment
- Enhances corporate image
- Creates a safe environment by reducing the risk of fires. Smoking material that has not been properly extinguished accounts for a large number of fires.
- Discourages the initiation of tobacco use among young children
- Provider of a supportive environment for those trying to quit.
- Reduced risk of sickness and absenteeism.

William L. Karr

William L. Karr, President



\_\_\_\_\_ Date

STATE OF IOWA  
COUNTY OF BENTON

William L. Karr, President of Karr Tuckpointing LLC subscribed and sworn to before

me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

BBB Reliability Report for

## **Karr Tuckpointing**

A BBB Accredited business since 03/16/2009.

### **BBB Rating A+**

BBB issues Reliability Reports on all businesses, whether or not they are BBB accredited. If a business is a BBB Accredited Business, it is stated in this report.

#### **BBB Accreditation**

This company has been a BBB Accredited business since March 2009. This means it supports BBB's services to the public and meets out BBB Accreditation standards.

#### **BBB Rating**

Based on BBB files, this business has a BBB rating of A+ on a scale from A+ to F.

Factors that raised this business' rating include:

- Length of time business has been operating.
- No complaints filed with BBB.
- BBB has sufficient background information on this business.

#### **Business Contact and Profile**

**Name:** Karr Tuckpointing

**Phone:** (319) 472-5561

**Address:** 1801 West D St

Vinton, Iowa 52349

[Google Map](#)

**Website:** [www.karrtuckpointing.com](http://www.karrtuckpointing.com)

**Original Business Start Date:** January 1966

**Principal:** Bill Karr, Owner

Jack Geiger, Director of Operations

**Customer Contact:** Bill Karr, Owner - (319) 472-5561

**Entity:** Limited Liability Company

**Incorporated:** December 2008, IA

**Type of Business:** Tuckpointing, Concrete Repair/Leveling, Mason  
Contractors

**BBB Accreditation:** This organization is a BBB Accredited business.

**Products and Services**

This company offers tuckpointing, exterior masonry repair and restoration.

**Additional Locations and Phone Numbers**

**Additional Addresses**

PO Box 417

Vinton, Iowa 52349-0417

**Additional Phone Numbers**

Tel: (800) 553-0017

## Contact Us

The contact numbers and e-mail addresses listed are intended to give you quick access to Karr staff. Contact us with questions or comments at any time. We are ready to help as you consider your bank's need for repair.

Project Inspector: Bill Clark at 800-553-0017 ext. 149  
For more information about your buildings, to request a return visit or to attend a meeting.



Project Coordinator: Shannen Parmater at 800-553-0017 ext. 154  
(sgeiger@karrtuckpointing.com)  
To schedule a meeting, discuss project scheduling, request a contract, or for any other reason.



## **Post-Proposal Meeting**

We recommend Bill Clark's attendance at a regular meeting of your board. During this meeting we can present our findings and help your board or committee better understand the work we propose. Our presentations are brief because the most important part of the meeting would be answering your questions.

By holding a meeting, our representative can accurately present our findings so everyone has an opportunity to hear the information first-hand. This will help eliminate any confusion and may generate questions about the project.

To request a meeting please contact Shannen Parmater.



***INSPECTION REPORT***

*OBSERVATIONS AND RECOMMENDATIONS*



*Proposal for Masonry Preservation,  
Maintenance and Repair*

*Prepared for  
Centennial Public School  
Utica, Nebraska*

**SUMMARY OF THE PROJECT**

*Our proposal has a wealth of information in it and we have found the information to be beneficial to all parties involved. We have also found that having an overview of the work items is also very helpful to make sure that the work items you want done are all covered in the proposal. The following is an overview of your project.*

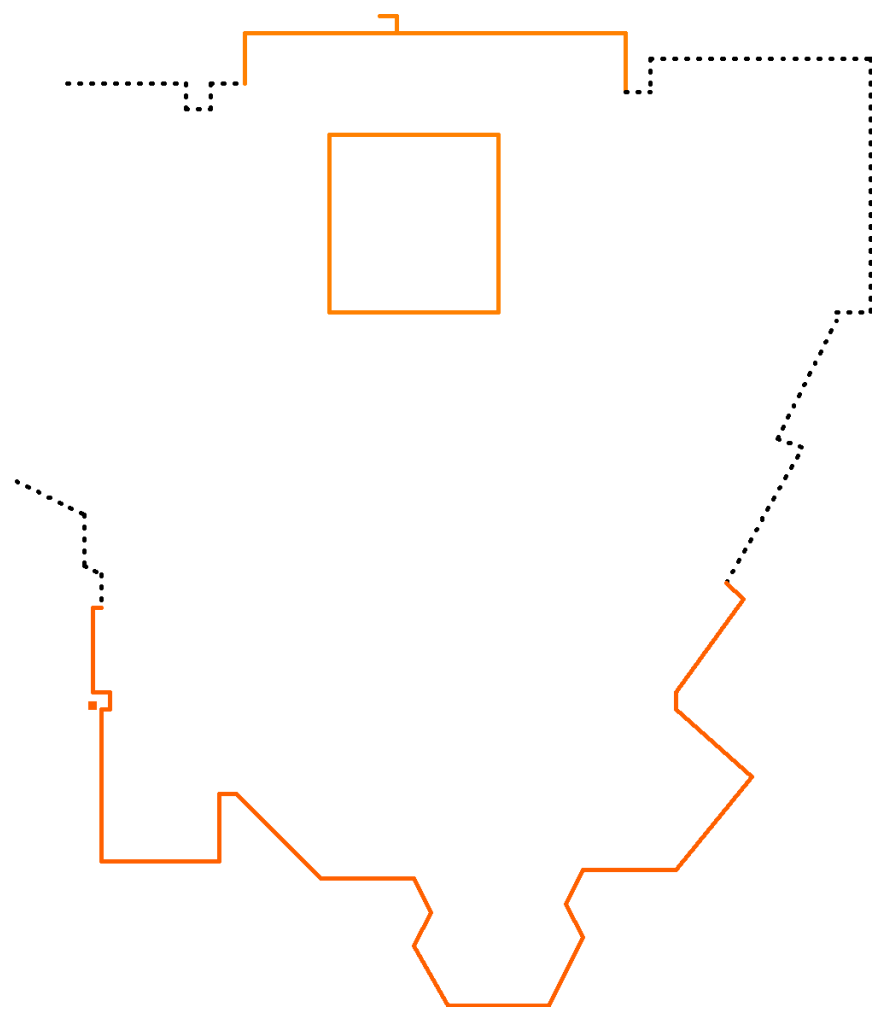
***Work Area #1***

- Surface Preparation To The Previously Painted, Fluted Concrete Block Masonry
- Tuckpoint Damaged Mortar Joints
- Remove Iron Deposits In The Previously Painted, Fluted Concrete Block Masonry
- Seal All Movement Cracks
- Caulk All Construction Joints
- Patch Three (3) Square Feet Of Defective Fluted Concrete Block Masonry
- Install ColorKlad 24-Gauge Prefinished Sheet Metal Coping On The North Elevation Privacy Walls

# *Centennial Public School*

## **Work Area #1 – Cost to complete Work Area #1 – \$17,954.00**

All previously painted, fluted concrete block masonry on the north, south, east and west elevations of the Centennial Public School. The work area extends from grade to metal siding and roof to metal siding. Also included in the work area are the north elevation privacy walls and west elevation overhang support column. The work area is shown in orange on the drawing below.



## **SURFACE PREPARATION TO THE PREVIOUSLY PAINTED, FLUTED CONCRETE BLOCK MASONRY**

### **PRODUCTS**

Clean potable water

### **EQUIPMENT**

Power washer with 25 degree nozzle

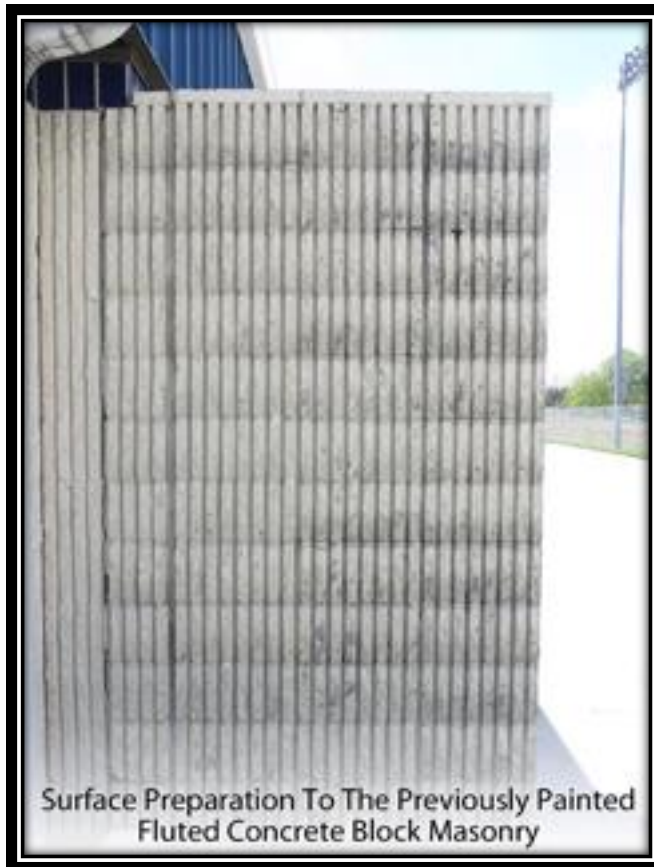
### **EXECUTION**

1. Pressure spray equipment shall not exceed 2,000 psi and a 25 degree nozzle for diffusion of the spray stream shall be used.
2. Entire surface will be washed with pressurized water spray to remove all loose, and disintegrated material and all traces of oil, grease, dirt or dust.
3. The surface will be clean and sound before any product is applied.

### **REASON FOR RECOMMENDATION**

Before any coating can be applied to any surface and expect the coating to adhere, the product data requires that the surface be properly prepared.





## **TUCKPOINT DAMAGED MORTAR JOINTS**

### **PRODUCTS**

Type N masonry cement  
Sand  
Mortar color as needed  
Potable water

### **EQUIPMENT**

Pneumatic or electric grinder  
Hammer and chisel  
Pneumatic hammer and point  
Hand held masonry tools

### **EXECUTION**

1. Carefully inspect for defective mortar joints. Defective joints are those with missing, badly deteriorated, or broken mortar materials. Joints with fine hairline or shrinkage cracks, but which are otherwise sound, are not defective.
2. Remove mortar materials from defective joints areas to a depth of at least one-half inch, or as deep as necessary to expose sound, unweathered mortar.
3. Remove dust and loose material from the joint by compressed air or high pressure water spray.
4. Dampen joints prior to commencement of pointing to assure proper bond between new and existing mortar.
5. Mix new mortar at the job site to match as closely as possible the color and texture of existing mortar.
6. Point new mortar into the open and prepared joints. Compress mortar during initial installation to assure a void-free joint. Hand tool to match the surrounding mortar joints.
7. Dampen upon completion to assure proper curing of the mortar.
8. Clean masonry surfaces of residual mortar upon completion of the tuckpointing

### **REASON FOR RECOMMENDATION**

Masonry joints become defective in two major ways. The vertical joints also known as header joints in the masonry units are open because of poor workmanship when the building was constructed. Other areas become defective because excess water runs over the masonry units causing the joints to erode back away from the face of the masonry unit.





Tuckpoint Damaged Mortar Joints



Tuckpoint Damaged Mortar Joints

## **REMOVE THE IRON DEPOSITS IN THE PREVIOUSLY PAINTED, FLUTED CONCRETE BLOCK MASONRY**

### **PRODUCTS**

Gun grade, 1-part polyurethane sealant  
Sonneborn NP 1 or equal

### **EQUIPMENT**

Hammer and chisel  
Steel brush

### **EXECUTION**

1. Remove the iron deposit from the previously painted, fluted concrete block masonry unit to a depth of one-half inch.
2. Remove iron stain from the face of the previously painted concrete block masonry.
3. Caulk the area where the iron deposit was removed.

### **REASON FOR RECOMMENDATION**

The aggregate they used to make the fluted concrete block masonry has some iron deposit in it. When moisture is absorbed into the fluted concrete block unit, it causes the iron deposit to expand causing the iron deposit to show on the surface of the previously painted concrete block unit.





Remove The Iron Deposits In The Fluted Concrete Block Masonry



Remove The Iron Deposits In The Fluted Concrete Block Masonry

## **SEAL ALL MOVEMENT CRACKS**

### **PRODUCTS**

Gun grade, 1-part polyurethane sealant  
Sonneborn NP 1 or equal

### **EQUIPMENT**

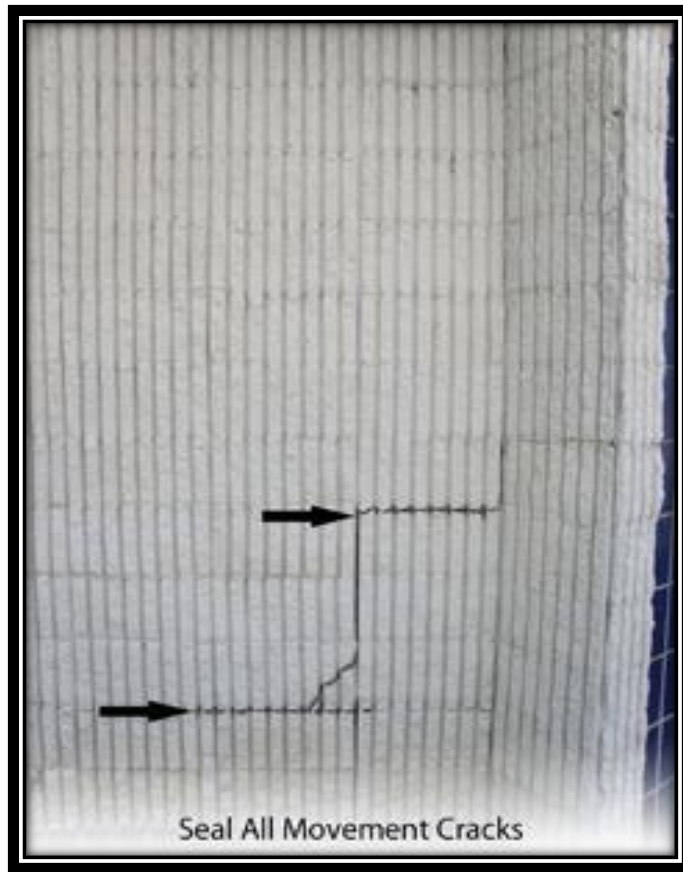
Pneumatic or electric grinder  
Hammer and chisel  
Pneumatic hammer and point  
Caulking applicator

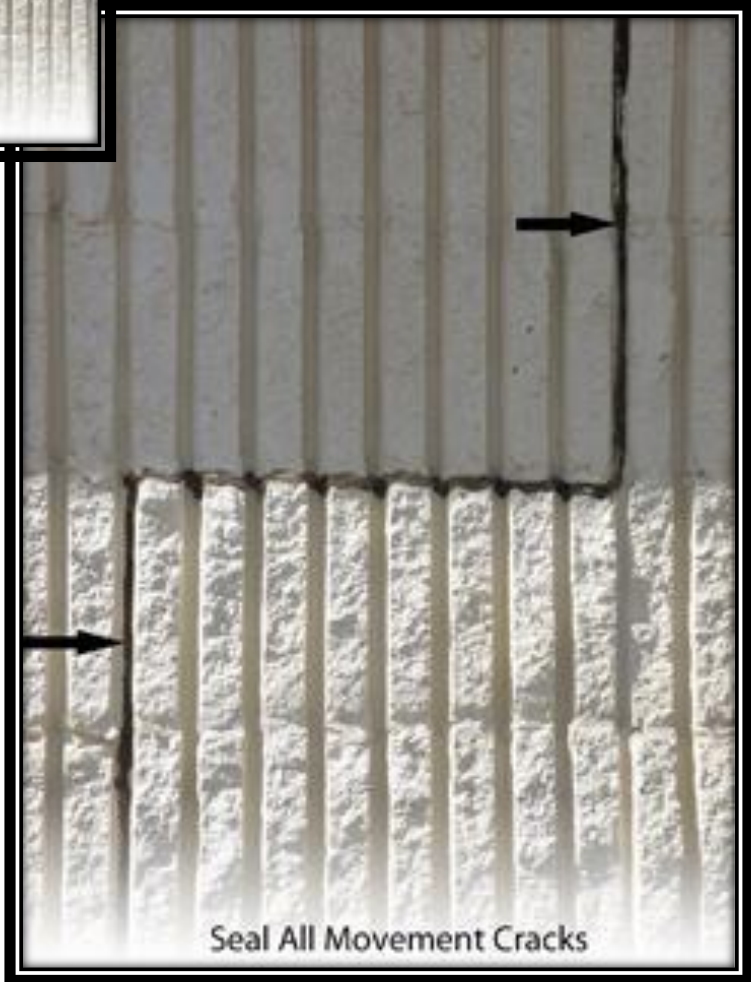
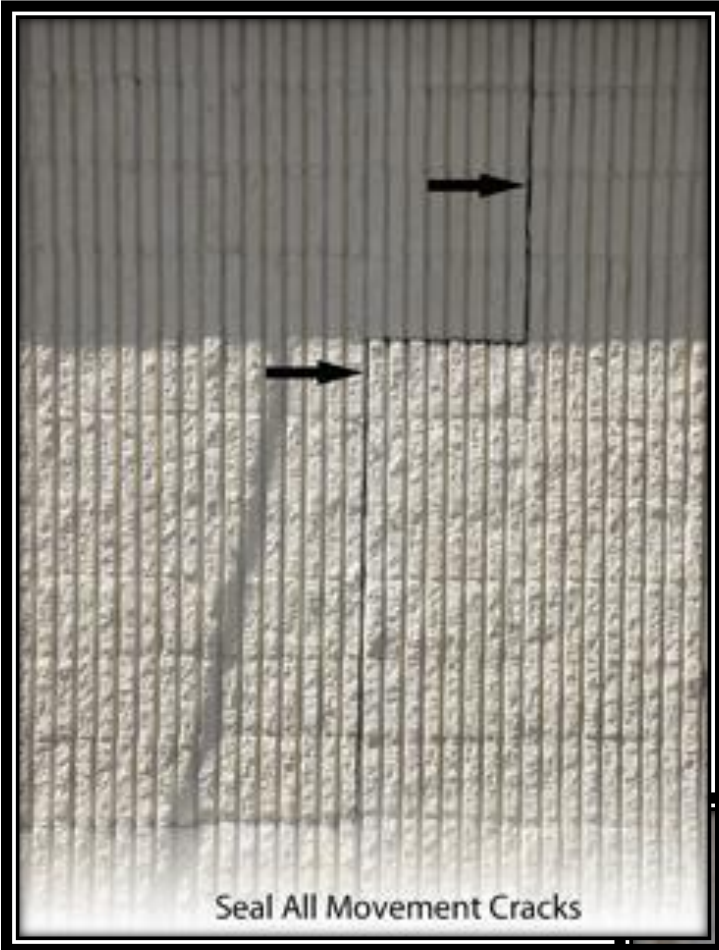
### **EXECUTION**

1. Remove mortar and other foreign materials from the movement cracks to a depth of at least 3/4".
2. Remove dust and other foreign materials by compressed air or high pressure water spray.
3. Install caulk flush and solid along the entire length of the existing crack.
4. Finish the caulked crack by hand to create a void-free, fully adhered bond.
5. Embed sand into the outer surface of the caulk to diminish contrast between the caulk and the surrounding masonry materials.

### **REASON FOR RECOMMENDATION**

Masonry like all building material expands and contracts due to temperature changes. Control joints should be used to control changes in height and/or thickness near openings. If the wall is built without control joints or not enough joints to control movement due to temperature or moisture changes will cause the wall to crack.





## **CAULK ALL CONSTRUCTION JOINTS**

### **PRODUCTS**

Gun grade, 1-part polyurethane sealant  
Sonneborn NP 1 or equal  
Backer rod  
Closed cell rod  
Sonofoam soft backer-rod

### **EQUIPMENT**

Power caulking cutter  
Hammer and chisel  
Electric angle grinder  
Caulking applicator

### **EXECUTION**

1. All the construction joints will be cut out from the joint to a depth of 1". Dust and other foreign materials will be removed using compressed air or high pressure water spray. Prevent damage to surrounding masonry unit surfaces.
2. The proper size of Sonofoam soft backer rod will be installed in the joint to control the depth of the caulking.
3. Install caulk to the depth required by the manufacturer for the joint width. The minimum depth of 3/8" shall be met for all caulked joints.
4. Install the caulk flush and finish by hand to create a void-free, fully adhered bond.

### **REASON FOR RECOMMENDATION**

Buildings and building materials are in a constant state of motion induced by temperature and moisture changes. Where the original structure and an addition are joined together, a construction joint is installed. This joint allows each structure to move independently of one another.





## **PATCH THREE (3) SQUARE FEET OF DAMAGED PREVIOUSLY PAINTED, FLUTED CONCRETE MASONRY**

### **PRODUCTS**

Acryl 60 Bonding Agent  
Type N masonry cement  
Mason's sand  
Mortar color  
Galvanized wire mesh  
Galvite rust inhibiting paint  
Stainless steel pins

### **EQUIPMENT**

Hammer and chisel  
Electric grinder

### **EXECUTION**

1. Inspect all previously painted, fluted concrete block masonry for spalling and delamination areas.
2. Remove loose concrete materials with hand tools to expose sound, unweathered concrete.
3. Where rust is visible on metal reinforcement clean with steel brush or sandblasting.
4. Coat metal reinforcement with Galvite rust inhibiting paint.
5. Anchor 1/8 " stainless steel pins in deteriorated areas that exceed one and one-half inches in depth as measured from the surface. Use galvanized wire mesh as required to provide further reinforcement of the patched area.
6. Mix bonding agent with cement patching mixture and color to match original concrete in color and texture as closely as possible.
7. Install patching material and shape with hand tools.

### **REASON FOR RECOMMENDATION**

Previously painted fluted concrete masonry left unprotected over a long period of time develops hairline fractures. Water penetrates into these hairline fractures causing the concrete to become deteriorated.



Patch Three (3) Square Feet Of Damaged Fluted Concrete Block Masonry



Patch Three (3) Square Feet Of Damaged Fluted Concrete Block Masonry

## **INSTALL A COLORKLAD 24-GAUGE PRE-FINISHED SHEET METAL COPING ON THE NORTH ELEVATION PRIVACY WALLS**

### **PRODUCTS**

ColorKlad 24-gauge pre-finished sheet metal

ColorKlad by Vincent Metals

Fasteners, connections, and flashings

### **EQUIPMENT**

Electric Grinder

Hammer and Chisel

Caulking Applicator

Related Hand Tools

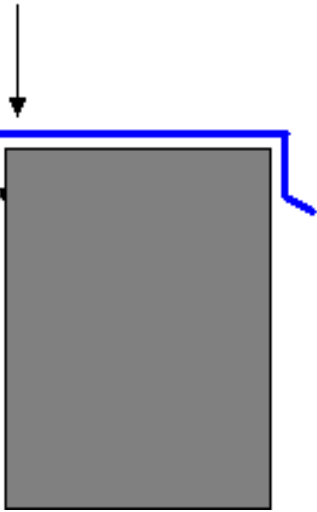
### **EXECUTION**

1. The Contractor will supply ColorKlad pre-finished 24-gauge metal copings, all related fasteners, connections, and flashing for installation of metal coping. The Owner or Owner's Representative will choose a color from the color chart provided by the Contractor.
2. Protect roof structure and membranes from damage during the work.
3. The surface will be covered with ColorKlad 24-gauge pre-finished sheet metal coping using proper fasteners, connections, and flashings. All work will be done so the covered area is weather tight.
4. Install sheet metal coping to provide expansion and contraction, for overlap in the direction of water flow, and for water-tight seams.

### **REASON FOR RECOMMENDATION**

When the present precast concrete copings were installed they failed to allow for a drip edge so when the water runs off the coping it runs down the concrete block unit and causes the concrete block unit to become defective. The copings also have a lot of open joints in them which is allowing moisture to enter the building and down between the concrete block units.

**New ColorKlad 24 ga Prefinished Sheet Metal Coping**



**Existing Concrete Panels**



**Install ColorKlad 24-Gauge Prefinished Sheet Metal Coping  
On The North Elevation Privacy Walls**





*Proposal for Masonry Preservation,  
Maintenance and Repair*

*Prepared for  
Centennial Public School  
Utica, Nebraska*

**SUMMARY OF THE PROJECT**

*Our proposal has a wealth of information in it and we have found the information to be beneficial to all parties involved. We have also found that having an overview of the work items is also very helpful to make sure that the work items you want done are all covered in the proposal. The following is an overview of your project.*

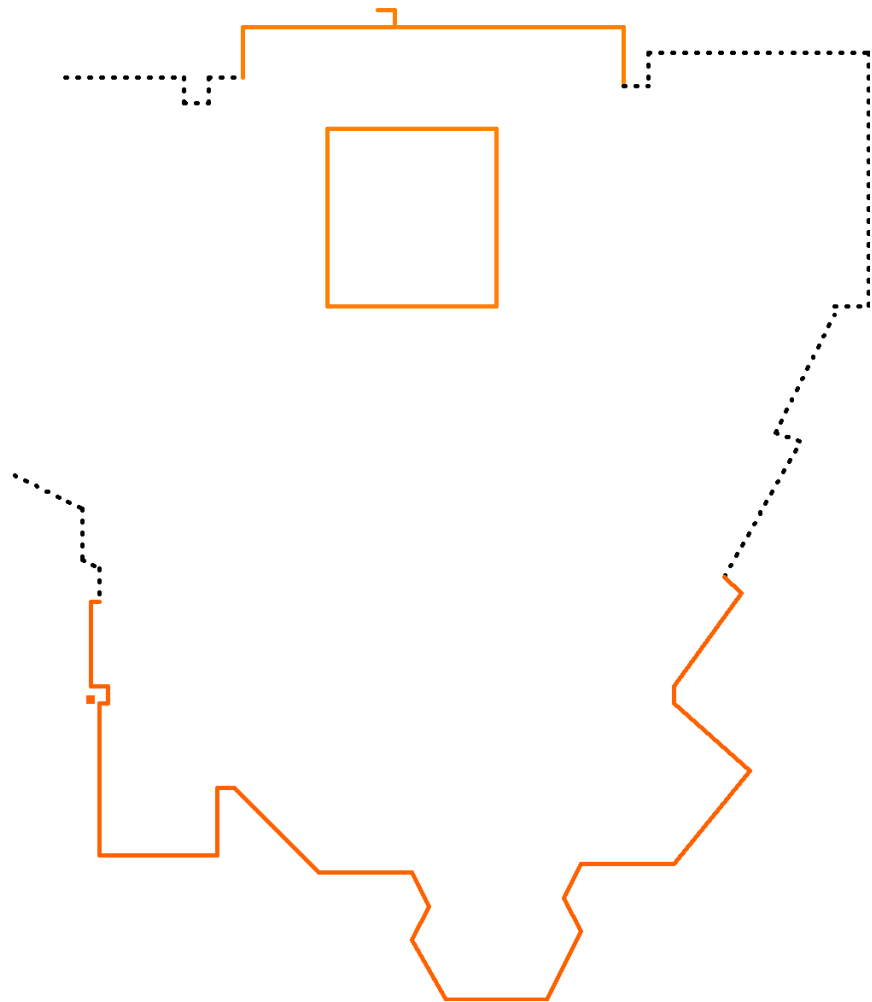
***Work Area #1-Option #1***

- Apply Colorflex To The Previously Painted, Fluted Concrete Block Masonry

# Centennial Public School

## Work Area #1-Option #1 – Cost to complete Work Area #1-Option #1 – \$53,588.00

Apply Colorflex to all previously painted, fluted concrete block masonry on the north, south, east and west elevations of the Centennial Public School. The work area extends from grade to metal siding and roof to metal siding. Also included in the work area are the north elevation privacy walls and west elevation overhang support column. The work area is shown in orange on the drawing below.



**APPLY COLORFLEX TO THE PREVIOUSLY PAINTED, FLUTED CONCRETE BLOCK MASONRY**

**PRODUCTS**

Sonneborn Super Colorflex or equal  
(color selected by Owner)

**EQUIPMENT**

Stiff fiber brush  
Roller

**EXECUTION**

1. Apply colorflex or equal in accordance with manufacturer's recommendations for surface type being covered.

**REASON FOR RECOMMENDATION**

Colorflex will be applied to improve the appearance and seal the previously painted fluted concrete block masonry against the damaging effects of the weather.



***FOUR PRINCIPLES OF KARR MASONRY,  
PRESERVATION, MAINTENANCE, AND REPAIR***

## Four Principles of Karr Masonry Preservation, Maintenance, and Repair

1. Karr personnel, including those engaged in sales, work, or supervision are prohibited from submitting a proposal for repair, or completing repairs which result in temporary improvement but which will result in long term damage to materials or structures.

*While we work for the building Owner, our obligation extends forward in time to the generations who will use the building. Short term benefits will not fulfill that obligation.*

2. Original materials must be conserved whenever possible.

*Original materials which are in good condition are far superior to any repair which can be completed. Conserving original materials also help maintain the original appearance of the structure.*

3. The appearance of the original and repair materials should match the appearance of sound original materials which are weathered but not deteriorated.

*Repair materials or methods which do not resemble the original materials substantially alter the building and are visually, and often structurally incompatible.*

4. Repair should not substantially alter the appearance of the structure as originally constructed.

*Failure to abide by the first three principles inevitably leads to a failure of the fourth and the building's appearance shows the numerous repairs which were necessary to keep it in good condition.*



***JOB SITE MANAGEMENT PROCEDURES***

## **Safety**

Karr Tuckpointing is required by the Occupational Safety and Health Administration to follow all applicable State and Federal regulations regarding worker safety. While these regulations are valuable in protecting workers from most hazards, they often fail to address basic safety needs of others using the facility. Each work site is unique and addressing those unique needs will require close cooperation between the church and Karr Tuckpointing.

## **Project Crewmembers**

The repair crew must be professional in behavior and appearance. The Karr Tuckpointing Crew will clearly be identified by wearing gray T-shirts with our company logo. Strict behavior standards are expected of our crew members at all times. Karr Tuckpointing polices include:

- Random drug testing of all crew members.
- Restrictions on use of company vehicles after hours.
- Zero-tolerance policies prohibiting the transport of alcohol or drugs in company vehicles or use of company vehicles after consumption of alcohol or drugs.
- Enforcement of standards through disciplinary action including but not limited to termination of employment.
- Post-construction evaluation forms are submitted to our clients to assure compliance with all work standards, including professional behavior and attire.

## **Communications**

Upon commencement of work a list of phone numbers will be provided to allow 7 day, 24 hour contact with Karr staff. During the work week, Monday through Friday, during work hours and after hours, it is expected that communications be directed to the job site supervisor. Additional contacts are provided should the need arise to be in contact during the weekends or in the event that a pressing need has arisen and the job site supervisor is unable to be reached for any reason.

24 hour contact numbers will be provided for:

Jack Geiger - Assistant Project & Lead Safety Manager

## **Services, Funerals, Weddings, and Community Observances**

In keeping with our commitment to serving your church members, staff, and visitors, Karr will stop work and thoroughly clean the site without additional cost to the church if it is necessary for services, funerals, weddings, and community observances.

## **Community Relations**

Karr Tuckpointing would like to give special attention to patronizing business establishments with direct ties to church. Though local purchases are limited primarily to lodging, food, and fuel, the company does occasionally purchase miscellaneous small hand tools and supplies in the communities in which we work.

While we reserve the right to make normal business considerations a part of our decision to patronize any business, we will request a list of local businesses you would like us to patronize.

All local purchases are paid for at the time of purchase either by cash or credit card.

## **Insurance Information**

Upon receiving a signed contract, a certificate of insurance will be sent direct from our insurance carrier naming the building Owner as an additional insured.

Current Coverage includes:

Commercial General Liability	Each Occurrence	\$1,000,000
Automobile Liability	General Aggregate	\$2,000,000
Excess Liability	Combined Single Limit	\$1,000,000
Workers Compensation and Employers Liability	Statutory	

## **Project Start-up Meeting**

On the first day of the project a meeting will be held to discuss parking, access to electrical outlets and water, as well as general scheduling of the crew's workday.

## **Project Commencement: Approval of Work Standards**

1. Each specific building repair project will commence with identification of three standard panels approximately 10' in height and width.
  - a. Each standard panel shall remain in place through the duration of the project.
  - b. Panel areas will be selected to include as many work items as possible to represent the work to be completed on the building as a whole.
  - c. Panel #1 will represent the original condition of the building and no work will be completed on this panel until the end of the project.
  - d. Panel #2 will represent removal techniques and quantities for a typical area of the building. Replacement of materials removed will not be allowed until the end of the project.
  - e. Work will be complete on Panel #3 will represent the completed project.

### **Project Progress Meetings**

Informal meetings during the course of the project are essential. The church should appoint an individual willing to meet with the crew supervisor to review work progress, quality, and for both parties to stay informed of any difficulties which may arise. The crew supervisor is available to answer any questions that may arise at any time during the project.

### **Waste Removal**

Upon completion of the work all trash, waste materials, rubbish, tools, and equipment shall be removed from the job site. Any cost associated with trash removal and landfill charges will be the responsibility of the Contractor.



## *CONCLUSION*

Many years of exposure to the elements have changed the exterior of the building masonry. In the years to come, those same elements will continue to impact the condition of the masonry.

Using methods approved for the preservation of masonry, the condition of the exterior masonry can be secured against more rapid and severe deterioration. These methods include:

- Careful selection of replacement materials.
- Cautious use of cleaning equipment.
- Attention to detail when matching the existing mortar during repointing.

For 50 years, Karr Tuckpointing has used these methods in masonry repair and preservation projects.

A successful project will require these methods to be completed with an awareness of your building's function as a place to provide easy access for customer convenience in a safe environment. Success also requires a project that is conducted with an attitude of professionalism and a commitment to safety for the entire community.

Karr Tuckpointing's methods and principals have allowed us to successfully complete many projects for thousands of customers.



## *REFERENCES*

Rejoice Lutheran Church – Omaha, NE

Don Pearson – Building Manager

Church (402)334-1991

Cell (402)214-7720

“The crew was very professional and I appreciated the daily updated on the work as it went along. Very hard working crew.”

New Zion Presbyterian Church – Clarkson, NE

Rowe Langdon – Maintenance

(402)892-3145

“The staff and employees were very good to work with. The proposals were all clear and laid out clearly. The photos and descriptions were very helpful for us to understand what the process would entail. The crew that arrived was polite, courteous and hard working. The worksite was clean and they kept us updated on the progress. When they left, they cleaned up the worksite well and they even washed our sidewalks.”

Coleridge Community Schools - Coleridge,, NE

Craig Frerichs - Administrator

(402)283-4844

"Your workers worked very hard and long hours each day. We appreciated their talent and workmanship they demonstrated while doing the job."

First National Bank Northeast - Tekamah, NE

Mary Kjeldgaard - Vice President

(402)374-1200

"Most of my experience was with the workforce. They were very courteous and conscientious to all bank employees and customers. I was particularly impressed with how neat and clean they kept their work areas. When they had completed our project, they wanted us to look it over to be sure we were happy. They then thanked us for the job and asked that we call them again if there would be anything else they could do for us. You have very pleasant employees!"

Fairmont Community United Methodist Church - Fairmont, NE

Carol Pfenning - Treasurer

(402)268-2934

"As usual, Karr did an excellent job for the Fairmont Church. Crew was here on time, finished work on schedule and were courteous and took all clean-up materials with them. No mess left behind! Karr is a highly trusted company that we will use again."

Douglas County West Community Schools - Valley, NE

Dan Schnoes - Superintendent

(402)359-2583

"The workers took great care in making sure this project was completed correctly. They were very friendly and very professional. It was a pleasure to have them working on our campus!"

Arnold Public Schools - Arnold, NE

Patrick Osmond - Superintendent

(308)848-2226

"Workers were polite and stayed at task during the project. Your company has always been professional at every level. I have no reservations in recommending Karr Tuckpointing for any tuckpointing project."

Murray Christian Church - Murray, NE

William Dempsey - Trustee

(402)235-2527 - Church 402/235-3356 - Home

"On behalf of the entire board and members of Murray Christian Church we want to thank you for a job well done! From the first time we met with your sales person over a year ago to the job site work staff your team has demonstrated the highest standards of quality."

St. Luke's Catholic Church - Ogallala, NE

Father Bryan Ernest

(308)284-3196

"A job very well done!"

First Lutheran Church - Blair, NE

Curt Hougen - Maintenance

(402)426-4073

"The sales person was very specific in what needed to be done and what didn't need to be done, like a seal coat. Very professional and matter-of-fact on the details of what Karr provided and what we need to provide and expects and not pushy. The staff and phone calls or returns were prompt and courteous. The work crew was good in PR and willing to alter their work with our schedule and funeral. They explained their works well. We were well satisfied with the workmanship and work habits of the crew."

Douglas County West Community Schools - Valley, NE

Dan Schnoes - Superintendent

(402)3592583

"The staff from Karr were very professional at all times. They kept the work side safe as we had students around the building while the work was completed. The foreman was friendly and informative about the work getting done."

Fillmore County Historical Society - Geneva, NE

Douglas Rung - President Fillmore County Historical Society

(402)759-0597

"The crew did an excellent job. We worked through some water and electrical problems in the beginning but everything turned out great. The workmanship in matching colors and mortar was well done. The city especially like the way the crew cleaned-up after they were done. The historical society members and board were very pleased with the results. "It looks great" were the most comments. We look forward to finishing the project."

Dawes County Courthouse - Chadron, NE

Webb Johnson - Chairman

(308)432-1011

"The foreman introduced himself the first day on site. He also worked with our project coordinator who in turn provided daily project updates. Our courthouse looks great! Job well done. Would highly recommend Karr Tuckpointing for any tuckpoint project."

St. Wenceslaus Church - Verdigre, NE

Rev. Douglas Scheinost

(402)668-2331

"I appreciate the friendly and cheerful dispositions of each of the Karr Tuckpointing workers. They seemed to know what they were doing and were not at all lax in achieving their intended objectives. I especially appreciated them making a minor masonry repair to one of the steps at the rectory's main entrance."

Burt County Courthouse - Tekamah, NE

Mr. Peter Ueding - Janitor

(402)374-2955

"I feel that they did a good job. That is the kind of people a person needs for the services and work you do."

Hitchcock County School - Trenton, NE

Mr. Mike Apple - Superintendent

(308)334-5575

"The onsite staff of Karr Tuckpointing were great! Very personable, came early, worked late and answered all questions. Very nice crew. Thank you, the job looks great."

Palmyra District R-1 – Palmyra, NE

Mr. Clyde Childers

(402)780-5327

First Congregational United Church of Christ - Franklin, NE

Steve Headrick - Trustee Chair

(308)425-3612 - Church

"From the sales to the service performed it was an exceptionally pleasant experience doing business with Karr Tuckpointing. We previously had tuckpointing performed by another company with unsatisfactory results. Your crew not only did a very good job, but removed and redone the previous company's work. What we were left with is a very beautiful old building. All members of the congregation have expressed happiness with the work Karr Tuckpointing did. We thank you very much and please relate to your service men our appreciation for the excellent work they did."

Otoe County Courthouse - Nebraska City, NE

Rick Sedersten - Maintenance Technician

(402)873 -9500

"It's with great pleasure that I recommend Karr Tuckpointing for their workmanship. Karr Tuckpointing worked on the Otoe County Courthouse from February 2012 up until the end of March 2012.

The foreman always displayed a high degree of integrity, responsibility and ambition. He is definitely a leader. In addition to their excellent workmanship, Karr has proven organization and good quality work throughout the time they spent working for the courthouse.

Karr has been a dependable company. Their good judgment was very helpful in solving some problems we had on the building moving forward throughout the process."

First Trinity Lutheran Church - Bloomfield, NE

Mr. Eric Miller - Trustee

(402)373-4797 - Church      (402)640-6276 - Cell

"The crew was very helpful and courteous and when the church had a funeral to deal with the crew tore down their equipment and moved it out of the way. They also stopped work while the funeral was going on. All in all the project went very smoothly and quickly."

NLETX/SBC - Grand Island, NE

Kelly Rodysill - Facility Maintenance Supervisor

(308)385-6030 ext. 390

"This past month we had the pleasure to have Karr Tuckpointing Company do some repair work for us and with us. The items of concern for repair had been identified several years prior. The salesperson on site that did the inspection was pleasant, willing to explain the processes and also the areas which I was not aware of. This proposal was in the works for a couple of years and finally was able to be completed this past month.

When the job was finally decided on and was setup to be complete, the people I made contact with at the company was extremely pleasant, willing to work with us to get the information we needed for background checks, providing names and #s for the employees that were to be on this site.

The employees that did come to this site called on their way to let us know they were coming. After they got here we made contact, introductions, and I started a tour to show them the areas of the building they would be working and some basic protocol while they were working at this site. Demir and Semir were very pleasant and cooperative. Demir kept me informed each day they were here. I would meet them each morning, Demir would explain what and where they would be working that day. During the process of the work, if a question or concern arose, Demir would call me or come and get me and we would have a discussion regarding this or that.

Prior to them completing the repairs, they came and got me to do a walk around with them, to do an inspection and explanation of their work. Demir pointed out various things they had completed and various areas they had found also in their working. I was very pleased that they would take the time to explain the process they do to fix some of the areas and showed how some of the various tools they used worked. I feel both of them were truly craftsman of their trade. The detail they exhibited in their work would be a testament of their abilities.

They were very professional, pleasant, courteous to me and our staff, personable and showed both confidence and competence toward their profession."

Arnold Public School - Arnold, NE

Mr. Patrick Osmond - Superintendent

(308)848-2226

"From start to finish all aspects of this project were handled in a courteous and professional manner. Whenever I had any questions regarding the work being performed, the job foreman answered them completely without hesitation. I recommend Karr Tuckpointing without hesitation for any masonry project."

First National Bank - Fairbury, NE

Mr. Vernon R. Pfaff - Chairman

(402)729-3344

"Could not be more pleased with the entire job. From the beginning when Jack and I visited until the guys reached the job site, everything was handled in a very professional manner. The guys on the site worked hard at all times, kept the premises blocked off and as clean as possible. They were very informative and inquisitive about my concerns. However, for the most part, I did not have to suggest anything. The workers took control and did their job in the manner in which they were trained and instructed and when the job was done, the bank looked beautiful. Again, I could not have been more pleased."

Central Community College – Grand Island, NE

Mr. Bob Stroup - Director of Physical Plants

(308)398-7450

"I am very impressed with all aspects of the project completed by your company. It was not an easy project but the end result is very professional and greatly enhances the look of our campus. Jasmin and the crew are very hard workers, communicate very well about the project, and do quality work. Thanks to all who were involved in this project."

St. Michael's Catholic Church – Spalding, NE

Father Donald A. Buhrman

(308)497-2662

"Unfortunately I did not work with the sales or office staff. The previous pastor did. However, the work crew was very courteous and friendly. They were professional in their behavior. They completed the job in a timely fashion and cleaned-up after."

St. Joseph Catholic Church - Nebraska City, NE

Father Bush

(402)873-4569

"Crew really worked hard. As soon as our parishioners witnessed the work being performed by Karr Tuckpointing, they realized that previous efforts to tuckpoint the church building in the past failed in comparison. Karr sets out to do what they say they're going to do, and they do a good job."

Crete Public Schools - Crete, NE

Sandra Rosenboom - Business Manager

(402)826-5822

"The crew was excellent. Worked dawn to dark and completed the work, cleaned-up and checked with us to be sure we were satisfied. Most professional, hard working crew we have dealt with in a long time. We were very pleased with your whole process and with your company. All very organized and professional. Thanks."

St. Joseph - St. Anselm Catholic Church - Broken Bow, NE

Father Jim Hunt

(308)749-2254

"Thanks for your work on St. Anselm Church. Once again your workers did a professional job in a timely manner. This was my second church done by Karr Tuckpointing and have been very pleased with both projects."

Mid-Plains Community College – North Platte, NE

Mr. Ron Axtell - Physical Plant Director

(308)535-3627

"Very professional crew. No supervision by owner required. They were very knowledgeable and thorough. Excellent job! I would recommend Karr Tuckpointing highly."

Nuckolls County - Nelson, Nebraska

Arnold Brown

(402)225-4361

"The workers were very courteous and they completed their work in a very timely manner. They do very nice work."

East Butler Public Schools - Brainard, NE

Mr. James Koontz - Superintendent

(402)545-2023

"I would highly recommend Karr Tuckpointing. All of our needs and questions were handled professionally and courteously. One hardly knew work was being done on the building."

Friend United Methodist Church - Friend, NE

Mr. Stan Houlden - Building Committee

(402)947-3481

"Contact with the crew was very good and all procedures were explained clearly. Clean-up each day was very good and everything was out of the way on weekends."

Kenesaw Public School – Kenesaw, NE

Mr. Jim Troshynski - Superintendent

(402)752-3215

“Keep up the good work.”

West Boyd Schools - Spencer, NE

Mr. D. Russell Lechtenberg - Superintendent

(402)589-1333

"The workforce on site were very pleasant and did an excellent job both in regards to time on task and the quality of work. We are very pleased."

West Holt Public School - Atkinson, NE

Mr. Bill McCallister - Superintendent

(402)925-2890

"You all did a great job!!!"

Coca-Cola Dr. Pepper Company – Kearney, NE

Mr. David Rouzee - General Manager

(308)237-3197

“Nice crew, worked very hard, stayed busy, stayed out of our way, and moved equipment when needed.”

O’Neill Public School – O’Neill, NE

Ms Amy Shane - Superintendent

(402)336-2812

“Job well done! The foreman did a good job of communicating about the repairs.”

Stapleton Public Schools – Stapleton, NE

Mr. Dan Hutchinson - Superintendent

(308)636-2252

“I thought your crew chief was exceptionally helpful and thorough. If all your crews are like this, we highly recommend your firm. Also, your management was honest and straightforward with us in regards to applying waterproofing.”

Cambridge Public Schools – Cambridge, NE

Mr. Ronald L. Streit - Superintendent

(308)697-3322

“We were very pleased with everything about the work and quality of work that we saw from your company. Your head man out here was very good. I can’t think of his name but he was very pleasant, very friendly and did a great job. Thank you very much for a job well done.”

First Baptist Church – Lincoln, NE

Mr. Alan More - Facility Manager

(402)477-4198

Stuart Public Schools - Stuart, NE

Mr. Robert Hanzlik - Superintendent

(402)924-3302

"Job foreman was good to work with and the building looks great!"

Marian High School – Omaha, NE

Mr. Sam Troai - Maintenance

(402)571-2618

“Your men did a nice job.”

Murray State Bank – Murray, NE

Mr. Russ Henning - Executive Vice-President

(402)235-2351

Lynch Public Schools - Lynch, NE

Mr. Ted Hillman - Superintendent

(420)569-2081

"This (our) project was managed "professionally" from contact to finish. We were very pleased with our buildings "restored look". Thank you for your on time, on budget and competent job performance."



*NOTES*









**Secondary Principal's Report  
November 14, 2016**

1. **Stu-Co Blood Drive a Success:** On October 19<sup>th</sup> the Centennial Stu-Co held their fall blood drive. Centennial High School earns \$10 in scholarship money for each unit of blood collected.

**\*\*\*We will have the mobile blood unit at Centennial on Wednesday, January 11<sup>th</sup>.**

2. **October Inservice on 10/24 went well...**

3. **The annual student council Veteran's Day Program was held Friday at 10AM...**

## SUPERINTENDENT'S REPORT

November 14, 2016

1. ALICAP will have their Annual Membership Meeting on Wednesday, November 16<sup>th</sup> at 4:00 p.m. in the Windsor IX Conference Room at the La Vista Convention Center.
2. The NRCSA General Membership Meeting will be held on Wednesday, November 16<sup>th</sup> beginning at 3:15 p.m. in one of the meeting rooms of the convention center.
3. The Big Ten Conference has decided that they will schedule some football games on Friday nights including Nebraska playing Illinois on September 29, 2017. We are looking into the possibility of moving our game that weekend to Saturday afternoon.
4. Thanksgiving break is coming up fast. We will dismiss at 1:30 p.m. on Wednesday, November 23<sup>rd</sup>.



## **Board of Education Meeting**

### Special Education Summary

November 14, 2016

- I. State Budget and Special Education
  - Biennial budget has been discussed at the State/NDE Level / Fiscal outlook is not very good
  - 10% increase in special education funds has been recommended, NDE hoping to maintain State reimbursement levels
  - Maintenance of Effort (MOE) will be evaluated as funds are distributed
  
- II. IDEA funding
  - Allocation is very similar to the past
  - NDE is projecting similar
  
- III. Office of Special Education Programs (OSEP) Differentiated Monitoring and Support
  - OSEP is NDEs Results Driven Accountability (RDA) plan for the state and district levels
  - Determination of the state's assistance areas
  - The projection is more emphasis on district improvement results. A departure from intensive monitoring in compliance areas (Special Education reporting by NDE – File Review, Financials, Improving Learning for Children with Disabilities (ILCD) reporting, etc.)
  - NDE is already transitioning to a Targeted Improvement Plan (TIP) for district special education programs

## Elementary Principal's Report

Marni Parrack

November 14, 2016

1. Elementary Activities from 10/11 - 11/14:
  - a. Family Night - huge success!
  - b. 4th Grade Field trip to Ashland - Wildlife Safari
  - c. Preschool Farm Field Trip
  - d. 5th/6th Stuco Members to Leadership Conference
  - e. Kindergarten field trip to Pac N Save in Seward
  - f. Veterans Day Program
  - g.
  
2. Enrollment as of 10/12/2015
  - Preschool 3s: 19
  - Preschool 4s: 22
  - Kindergarten: 28
  - 1st Grade: 29
  - 2nd Grade: 20
  - 3rd Grade: 30
  - 4th Grade: 27
  - 5th Grade: 29
  - 6th Grade: 30

Total Enrollment: PreK-6 - 232

Total Enrollment: K-6 - 193