

# Board of Education Regular Meeting

Wednesday, July 14, 2021 8:10 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Mark Avery: Present  
Bryce Borchers: Present  
Doug Cast: Present  
Jodi Cast: Present  
Jason Richters: Present  
Doug Tonniges: Present

1. <b>MEETING CALL TO ORDER</b>	<b>Speaker (s) :</b> Board President
1. Reading of Public Meeting Notice	<b>Speaker (s) :</b> Board President
1. Open Meetings Act	<b>Speaker (s) :</b> Board President
2. Roll Call	<b>Speaker (s) :</b> President Richters
1. Action to Excuse Board Member(s) if Necessary	<b>Speaker (s) :</b> President Richters
3. Pledge of Allegiance	<b>Speaker (s) :</b> President Richters
4. Consent Agenda <b>Action(s) :</b> Motion to approve the consent agenda. Passed with a motion by Doug Cast and a second by Bryce Borchers. <b>Voting Detail:</b> Mark Avery: Yea Bryce Borchers: Yea Doug Cast: Yea Jodi Cast: Yea Jason Richters: Yea Doug Tonniges: Yea <b>Voting Summary:</b> Yea: 6, Nay: 0	<b>Speaker (s) :</b> President Richters
1. Additions/Deletions and Agenda Approval	<b>Speaker (s) :</b> President Richters
2. Consider Minutes of Previous Meeting and Their Approval	<b>Speaker (s) :</b> Board President
3. Consider General Fund and Activity Fund Bills and Their Approval	<b>Speaker (s) :</b> Board President
4. Consider Activity Accounts and Treasurer's Report	<b>Speaker (s) :</b> Board President
5. Public Forum	<b>Speaker (s) :</b> Board President
1. Public forum on agenda items: This is an opportunity for members of the public to speak to items on the agenda. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.	<b>Speaker (s) :</b> Board President

2. Public forum on any topic: This is an opportunity for members of the public to speak to any topic concerning the school district. Since it is not an agenda item, the board cannot discuss or take action at this time on the matter. Thank you for your participation.

**Speaker (s) :** Board President

**2. ACTION ITEMS**

**Speaker (s) :** Board President

1. Consider Appointment of District Legal Counsel  
**Action(s) :**  
Motion to appoint KSB Law Firm as the Legal Counsel for Centennial Public Schools for the 2021-2022 School Year. Passed with a motion by Doug Tonniges and a second by Jodi Cast.

**Speaker (s) :** Board President

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

2. Consider Approval of 2021-2022 Teacher Handbooks

**Speaker (s) :** Superintendent

**Action(s) :**

Motion to approve the 2021-2022 Teacher Handbooks. Passed with a motion by Jason Richters and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

3. Consider Approval of Audit Bids for 2021-2022, 2022-2023, 2023-2024 School Years

**Speaker (s) :** Superintendent

**Action(s) :**

Motion to accept the bid from AMGL for the periods ending 2021, 2022, and 2023. Passed with a motion by Jason Richters and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea

Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

4. Consider Adoption of Return to School Plan for 2021-2022 School Year

**Speaker (s) :**  
Superintendent

**Action(s) :**

Motion to approve the Return to School Plan for 2021-2022 School Year. Passed with a motion by Doug Tonniges and a second by Bryce Borchers.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

5. Review and Consider revising policies: 5001 Compulsory Attendance and Excessive Absenteeism, 5057 Parental Involvement in Title I Program, 5054 Student Bullying, 4031 Evaluation of Certificated Employees

**Speaker (s) :**  
Superintendent

**Action(s) :**

Motion to reaffirm policies: 5001 Compulsory Attendance and Excessive Absenteeism, 5057 Parental Involvement in Title I Program, 5054 Student Bullying, 4031 Evaluation of Certificated Employees Passed with a motion by Mark Avery and a second by Doug Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

6. Review and Consider Revising Policy 3001 Budget and Property Tax Request

**Speaker (s) :**  
Superintendent

**Action(s) :**

Motion to approve Policy 3001 Budget and Property Tax Request as presented Passed with a motion by Doug Cast and a second by Jodi Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea

Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

7. Consider Approval of Milk Bids for 2021-2022  
School Year

**Speaker (s) :**  
Superintendent

**Action(s) :**

Motion to approve of milk bid from Hiland Passed with a motion by Jason Richters and a second by Bryce Borchers.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

8. Consider Approval for Fuel Bids for 2021-2022  
School Year

**Speaker (s) :**  
Superintendent

**Action(s) :**

Motion to approve the fuel bid from CVA as presented Passed with a motion by Doug Tonniges and a second by Doug Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

9. Consider addition of signers on Southern  
Nebraska Conference Account

**Speaker (s) :**  
Superintendent

**Action(s) :**

Motion to add Jenny Wagner and Seth Ford as signers on Southern Nebraska Conference account held at Cornerstone Bank. Passed with a motion by Jodi Cast and a second by Doug Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea

Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

3. <b>DISCUSSION ITEMS</b>	<b>Speaker (s) :</b> Board President
1. Centennial Foundation Update	<b>Speaker (s) :</b> Superintendent
2. Legislative Update	<b>Speaker (s) :</b> Superintendent
3. Board Member Reports	<b>Speaker (s) :</b> Board President
4. Superintendent Report	<b>Speaker (s) :</b> Superintendent
5. Budget Review	<b>Speaker (s) :</b> Superintendent
6. Student Handbook Updates	<b>Speaker (s) :</b> Superintendent
7. Bond Refinance Update	<b>Speaker (s) :</b> Board President
4. <b>ADJOURN</b>	<b>Speaker (s) :</b> Board President

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Board Secretary

# CENTENNIAL PUBLIC SCHOOL

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

Superintendent's  
Office  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
Activities Director

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Cara Stoll  
Special Services

## CENTENNIAL BOARD OF EDUCATION REGULAR MEETING June 14, 2021

Notice of meeting was published in York News Times on May 25, 2021.

Meeting was called to order at 7:00 p.m. with all board members present. Administrators present were Dr. Moon, Mr. Bargaen, Mr. Booth, Mrs. Wagner, Mr. Ford and Mrs. Stoll.

Motion made by Avery, seconded by D. Cast, to approve the consent agenda. Members polled: Avery, for; Brochers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Borchers, to approve the quote for high school science and 7-9<sup>th</sup> grade health textbook purchases for 2021-2022 school year as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by Tonniges, to approve the contract with the Colt's Corral for the 2021-2022 school year as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Borchers, seconded by D. Cast, to approve the bid from Nebraska Central Equipment for the Bluebird Microbird bus as specified for \$78,395. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by Tonniges, to approve the proposal from 3E Electrical Engineering and Equipment Company to purchase LED lighting fixtures and controls for \$22,162.68. Members polled: Avery, for; Borchers, for; D. Cast, for; D. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Brochers to approve the proposal from McCormicks Heating and Air Conditioning to install additional heating units in the two shop areas for \$16,315. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by D. Cast, to approve the updated Board Policy 3045 as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Heard Centennial Foundation update.

Heard legislative update.

Heard Board Member reports

Heard school audit update

Meeting adjourned at 8:21 p.m.

JC:mr

Jodi Cast, Secretary  
Centennial Board of Education

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## CENTENNIAL BOARD OF EDUCATION Special Meeting June 21, 2021

Notice of special meeting was published in York News Times on June 3, 2021.

Meeting was called to order at 5:00 p.m. with all board members present. Administrators present were Dr. Moon, Mr. Bargaen, Mr. Booth, Mrs. Wagner, Mrs. Stoll, Mr. Ford and Dan Tesar. Guests were Marcia Herring and Preston Stuhr.

Purpose of this meeting was to have a board work session.

Marcia Herring presented information on Strategic Planning.

Discussion of Vision Statement

Discussion on tax status for Centennial Choice and Activity Fund

Preview of 2021-2022 budget

Meeting adjourned at 9:18 p.m.

Jodi Cast, Secretary  
Centennial Board of Education

JC:mr

**Register Report - Last month  
6/1/2021 through 6/30/2021**

<b>Date</b>	<b>Account</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Tag</b>	<b>Amount</b>
6/1/2021	Checking	42782	Concordia University	registrations - early childhood	[General]	DR	-610.50
6/1/2021	Checking	AUTO	Tool Repair Parts		[General]	DR	-41.86
6/2/2021	Checking	42783	Ken Scheel	Team Camp official	[Boys Basketball]		-120.00
6/2/2021	Checking	42784	Cam Carritt	Team Camp Official	[Boys Basketball]		-120.00
6/2/2021	Checking	42785	Bragan Meyer	Team Camp official	[Boys Basketball]		-100.00
6/2/2021	Checking	42786	Brenden Gerlach	Team Camp Official	[Boys Basketball]		-100.00
6/2/2021	Checking	42787	Valentino's	Team Camp pizza	[Boys Basketball]		-114.00
6/7/2021	Checking	42788	Elliot Carraher	BBB Summer League Ref	[Boys Basketball]		-40.00
6/7/2021	Checking	42789	Bragan Meyer	BBB Summer League Ref	[Boys Basketball]		-40.00
6/7/2021	Checking	42790	Ken Scheel	BBB Summer League Ref	[Boys Basketball]		-60.00
6/7/2021	Checking	42791	Dennis Johnson	BBB Summer League Ref	[Boys Basketball]		-60.00
6/7/2021	Checking	42792	Will Shanahan	BBB Summer League Ref	[Boys Basketball]		-60.00
6/7/2021	Checking	42793	Chance Sterling	BBB Summer League Ref	[Boys Basketball]		-60.00
6/7/2021	Checking	42794	Huskies Boys Basketball	BBB Team Camp	[Boys Basketball]		-300.00
6/7/2021	Checking	42795	Christal Fehlhafer	Donation	[Bronco Store]		-281.50
6/7/2021	Checking	42796	Andrea Kuester	Donation	[Bronco Store]		-281.50
6/14/2021	Checking	42797	Bragan Meyer	BBB summer official	[Boys Basketball]		-40.00
6/14/2021	Checking	42798	Elliot Carraher	BBB Summer Official	[Boys Basketball]		-40.00
6/14/2021	Checking	42799	Kevin Fields	BBB Summer Official	[Boys Basketball]		-40.00
6/14/2021	Checking	42800	Dennis Johnson	BBB Summer Official	[Boys Basketball]		-40.00
6/14/2021	Checking	42801	Chance Sterling	BBB Summer Official	[Boys Basketball]		-40.00
6/14/2021	Checking	42802	Will Shanahan	BBB Summer Official	[Boys Basketball]		-40.00
6/14/2021	Checking	42803	Cash	WR Summer Camp Food	[Wrestling]		-500.00
6/14/2021	Checking	AUTO	ABSUPPLYNET		[General]	DR	-339.89
6/15/2021	Checking	42804	Ken Scheel	BBB official	[Boys Basketball]		-100.00
6/15/2021	Checking	42805	Curtis Carlson	BBB official	[Boys Basketball]		-100.00
6/15/2021	Checking	42806	Brenden Lacey	BBB official	[Boys Basketball]		-100.00
6/15/2021	Checking	42807	Will Shanahan	BBB official	[Boys Basketball]		-100.00
6/15/2021	Checking	42808	Bragen Meyer	BBB official	[Boys Basketball]		-80.00
6/15/2021	Checking	42809	Brenden Gerlach	BBB Summer official	[Boys Basketball]		-80.00
6/16/2021	Checking	AUTO	Blinds.com		[General]	DR	-383.70
6/21/2021	Checking	42810	**VOID**Haden Richters	REFFING MORE GAMES - GBB summer league official	[Girls Basketball]		0.00
6/21/2021	Checking	42811	**VOID**Drew Erks	INJURY REFFING LESS GAMES - GBB Summer official	[Girls Basketball]		0.00

6/21/2021	Checking	42812	**VOID**Preston Stuhr	REFFING MORE GAMES - GBB Summer League Official	[Girls Basketball]	0.00
6/21/2021	Checking	42813	Deidra Fields	GBB Summer League Official	[Girls Basketball]	-240.00
6/21/2021	Checking	42814	Cam Scholl	GBB Summer League Official	[Girls Basketball]	-240.00
6/21/2021	Checking	42815	Bob Fish	GBB Summer League Official	[Girls Basketball]	-240.00
6/21/2021	Checking	42816	Drew Rodine	GBB Summer League Official	[Girls Basketball]	-240.00
6/21/2021	Checking	42817	Jordan Ortmeier	GBB Summer League Official	[Girls Basketball]	-240.00
6/21/2021	Checking	42818	Kate Hirschfeld	GBB Summer League	[Girls Basketball]	-120.00
6/21/2021	Checking	42819	Chip Bartos	GBB Summer League	[Girls Basketball]	-120.00
6/21/2021	Checking	42820	Ken Scheel	BBB Summer League	[Boys Basketball]	-60.00
6/21/2021	Checking	42821	Noah Mastel	BBB Summer League	[Boys Basketball]	-60.00
6/21/2021	Checking	42822	Kevin Fields	BBB Summer League	[Boys Basketball]	-60.00
6/21/2021	Checking	42823	Dennis Johnson	BBB Summer League	[Boys Basketball]	-60.00
6/21/2021	Checking	42824	Bragan Meyer	BBB Summer League	[Boys Basketball]	-40.00
6/21/2021	Checking	42825	Chance Sterling	BBB summer league	[Boys Basketball]	-40.00
6/21/2021	Checking	42826	Sandy Creek Basketball	summer boys basketball	[Boys Basketball]	-175.00
6/22/2021	Checking	42827	Riddell/All American Sports Corp	Inv #60426536 - mouthguard	[Athletics]	-35.00
6/22/2021	Checking	42828	S & S Worldwide, Inc.	IN100777892 - 3 Tone Electronic Whistle	[Athletics]	-48.56
6/22/2021	Checking	42829	National FFA Organization	Inv MDS238129	[FFA]	-38.50
6/22/2021	Checking	42830	Drew Erks	GBB Summer League Refing	[Girls Basketball]	-135.00
6/22/2021	Checking	42831	Haden Richters	GBB Summer League official	[Girls Basketball]	-290.00
6/22/2021	Checking	42832	Preston Stuhr	Summer GBB League Refing	[Girls Basketball]	-290.00
6/22/2021	Checking	42833	The Little Flower Company	Graduation 2021 Flowers	[Class '21]	-522.00
6/22/2021	Checking	42834	Sandy Meadows Golf Course	Golf membership for School Team & Golf meet	[Athletics]	-655.00
6/22/2021	Checking	42835	Asset Genie, Inc.	Inv #1566534 - CB Repairs	[CB Assurance]	-328.00
6/22/2021	Checking	42836	Bronco Spur		[Girls Basketball]	-65.00
					[JH Track]	-130.00
6/22/2021	Checking	42837	Evan Klanecky	FB snacks/drinks	[Football]	-152.27
6/22/2021	Checking	42838	Beaver Hardware	paint	[FFA]	-39.26
6/22/2021	Checking	42839	AssetGenie, Inc.	Inv #1564529 - CB Repairs	[CB Assurance]	-149.00
6/22/2021	Checking	42840	Dietze Music	Inv. No. FA88390	[Instr.]	-400.31
6/22/2021	Checking	42841	Renee Williams	found library book	[Library]	-15.49
6/22/2021	Checking	42842	Chesterman Company	Acct 96564149 - Pop for Concessions Inside	[Concessions]	-344.39
6/22/2021	Checking	42843	Chesterman Company	Acct 96564150 - Pop for Concessions Outside	[Concessions]	-86.52
6/22/2021	Checking	42844	Pac N Save		[Dist. Events]	-84.50
					[Athletics]	-67.13
6/22/2021	Checking	42845	AssetGenie, Inc.	Inv 1562347 - CB Repairs	[CB Assurance]	-198.00
6/22/2021	Checking	42846	School Health Corporation	Inv 3912733-00 mat disinfect sprayer	[Athletics]	-76.88

6/22/2021	Checking	42847	ACCO Brands USA LLC	Inv #4716169506 - GBB binders	[Athletics]	-90.00
6/22/2021	Checking	42848	Bronco Spur	Inv #262 - donuts	[Dist. Events]	-90.00
6/22/2021	Checking	42849	Bronco Spur	Inv #261 - pizza	[Concessions]	-286.00
6/22/2021	Checking	42850	AssetGenie, Inc.	Inv 1561871 - CB Repairs	[CB Assurance]	-298.00
6/22/2021	Checking	42851	AssetGenie, Inc.	Inv 1565547 - CB Repairs	[CB Assurance]	-69.00
6/24/2021	Checking	AUTO	Lowes		[General] DR	-314.41
6/24/2021	Checking	AUTO	Nebraska Retirement Systems	retirement	[General]	-70,145.76
6/28/2021	Checking	42852	Ken Scheel	BBB summer official	[Boys Basketball]	-40.00
6/28/2021	Checking	42853	Noah Mastel	BBB Summer official	[Boys Basketball]	-40.00
6/28/2021	Checking	42854	Aaron Pierce	BBB summer official	[Boys Basketball]	-40.00
6/28/2021	Checking	42855	Chance Sterling	BBB summer official	[Boys Basketball]	-40.00
6/28/2021	Checking	42856	Elliot Carraher	BBB summer official	[Boys Basketball]	-40.00
6/28/2021	Checking	42857	Josiah Gardiner	BBB summer official	[Boys Basketball]	-40.00
6/29/2021	Checking	42858	Crete Public Schools	Golf Entry Fee	[Athletics]	-80.00
6/29/2021	Checking	42859	Lincoln Lutheran	District Golf	[Athletics]	-100.00
6/29/2021	Checking	42860	NSAA	NSAA Membership & Activities Registrations	[Athletics]	-1,170.00
6/29/2021	Checking	42861	Stadium Sports	Invoice #62205 - camp shirts	[Girls Basketball]	-728.50
6/29/2021	Checking	42862	Sam's Club		[Concessions]	-103.54
6/29/2021	Checking	42863	Sandy Creek Public Schools	golf entry fee	[Dist. Events]	-75.74
6/29/2021	Checking	42864	HTRS High School	HTRS Golf Entry Fee	[Athletics]	-60.00
6/29/2021	Checking	42865	Sam's Club	Acct # 6046 0020 3113 4769 - fuel Jenny	[Athletics]	-80.00
6/29/2021	Checking	42866	Holly Podliska	Supplies for Niobrary trip	[Athletics]	-40.00
6/29/2021	Checking	42867	Kevin Fields	BBB Summer ref	[FFA]	-190.43
6/29/2021	Checking	42868	Jordan Brown	BBB summer ref	[Boys Basketball]	-140.00
6/29/2021	Checking	42869	Will Shanahan	BBB summer ref	[Boys Basketball]	-140.00
6/29/2021	Checking	42870	Brenden Lacey	BBB Summer Ref	[Boys Basketball]	-140.00
6/29/2021	Checking	42871	Bragen Meyer	BBB Summer Ref	[Boys Basketball]	-140.00
6/29/2021	Checking	42872	Brenden Gerlach	BBB Summer Ref	[Boys Basketball]	-120.00
6/29/2021	Checking	16576	Nikki Klanecky	Conc. BBB Summer 6/2/21	[Boys Basketball]	-120.00
6/29/2021	Checking	16577	Nikki Klanecky	Conc BBB Summer Team Camp 6/15/21	[Concessions]	155.50
6/29/2021	Checking	16578	Cam Scholl	summer league & team camps	[Concessions]	233.50
6/29/2021	Checking	16579	Jenny Wagner	track entry fees	[Boys Basketball]	3,050.00
6/29/2021	Checking	16580	Jake Polk	Team Camps	[Athletics]	2,360.00
6/29/2021	Checking	16581	Nikki Klanecky	pop	[Girls Basketball]	4,420.00
6/29/2021	Checking	16582	Jenny Wagner		[Concessions]	2.00
					[Dist. Events]	19.59
					[St. Co.]	11.27

6/29/2021 Checking 16583 Marge Rhodes

[General] 1,544.22

[General] 68,601.54

[General] 2,110.51

[Quiz Bowl] 100.00

[General] DR -199.48

6/30/2021 Checking AUTO Teacherspayteachers.com

6/1/2021 - 6/30/2021

-3,051.49

BALANCE 6/30/2021

138,678.34

TOTAL INFLOWS

82,608.13

TOTAL OUTFLOWS

-85,659.62

NET TOTAL

-3,051.49

**Board Report for Newspaper**  
**JULY 2021**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
ALPHA REHABILITATION	THERAPY SERVICES	327.69
AMAZON CAPITAL SERVICES	SUPPLIES	3,663.32
ARNOLD MOTOR SUPPLY	AUTO PARTS	798.19
ATHLETICSOUND	EQUIPMENT	1,344.00
BARGEN, JENNIFER	REIMBURSEMENT	816.11
BEAVER HARDWARE	PARTS	835.49
BGNE, INC	AUTO PARTS/SUPPLIES	38.92
BLACK HILLS ENERGY	NATURAL GAS	870.36
BLICK ART MATERIALS	SUPPLIES	850.21
BLUE RIVER POWER AND RENTAL	PARTS	100.20
BLUE VALLEY BEHAVIORAL HEALTH	FEES	500.00
CAPITAL ONE	SUPPLIES	12.42
CAPITOL ONE TRADE CENTER	SUPPLIES	1,364.23
CAROLINA BIOLOGICAL SUPPLY	SUPPLIES/TEXTBOOKS	534.74
CASCADE SCHOOL SUPPLIES	SUPPLIES	399.72
CDW GOVERNMENT, INC	TECHNOLOGY	5,100.00
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	1,279.34
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	5,426.68
CENTRAL VALLEY AG	FUEL	498.94
CHEROKEE BUILDING MATERIALS, INC	CONSTRUCTION SERVICES	3,179.52
CHICAGO DISTRIBUTION CENTER	BOOKS	215.12
CLARK ENERSEN PARTNERS, THE	ARCHITECT SERVICES	1,575.00
COMPUTERS ETC	SUPPLIES	15.50
COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION, INC	DUE/FEES	900.00
CULLIGAN OF CRETE	SUPPLIES	102.50
DAS STATE ACCOUNTING	TELEPHONE	232.49
DAWSON ELECTRIC INC	ELECTRICIAN	3,705.53
DECKER EQUIPMENT	EQUIPMENT	728.22
DIETZE MUSIC HOUSE	SHEET MUSIC/EQUIP	27.16
EDUCATIONAL SERVICE UNIT #2,	WORKSHOP	30.00
EDUCATIONAL SERVICE UNIT #4	WORKSHOP	50.00
EDUCATIONAL SERVICE UNIT #6	CONTRACTED SERVICES/SUPPLIES	7,345.28
EGAN SUPPLY CO	CUSTODIAL SUPPLIES	461.16
ELECTRICAL ENGINEERING & EQUIPMENT	SUPPLIES	750.00
FAIRBURY GLASS CO, INC	CONSTRUCTION SERVICES	6,954.00
FILEWAVE, INC	SOFTWARE	720.00
FLINN SCIENTIFIC	SUPPLIES	55.55
GOPHER	EQUIP	443.20
GRAINGER	FACILITY SUPPLIES	841.52
GUMAER, CAROLYN	TEAMMATES	280.00
HIRERIGHT LLC	PHYSICAL/TESTING	62.80
HOME DEPOT PRO, THE	FACILITY SUPPLIES	3,288.86
HOUCHEN BINDERY LTD	TEXTBOOKS	56.80
INSIGHT PUBLIC SECTOR, INC	TECHNOLOGY	5,921.41

**Board Report for Newspaper**

JULY 2021

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
KAJEET, INC	INTERNET SERVICE	2,998.02
KONICA MINOLTA BUSINESS SOLUTIONS	COPIER MAINTENANCE	327.14
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE	468.43
KSB SCHOOL LAW	LEGAL SERVICE	1,244.00
LAKESHORE	SUPPLIES/TEXTBOOKS	597.79
LEARNING A-Z	SOFTWARE	216.00
MATHESON TRI-GAS INC	WELDING SUPPLIES	507.70
MCCORMICK'S HEATING & AIR CONDITIONING	MAINTENCE	4,037.77
MCGRAW-HILL SCHOOL EDUCATION	TEXTBOOKS	19,821.47
MEININGER FIRE PROTECTION, INC	REPAIRS	525.00
MIDWEST ALARM SERVICES	MAINTENANCE	507.00
MIDWEST DOOR AND HARDWARE	REAPIRS/MAIN	2,305.00
MOGEE, NANCY	REIMBURSEMENT	51.23
MOON, VIRGINIA	MILEAGE REIMBURSEMENT	1,200.00
MOSAIC AT AXTELL	TUITION	3,500.28
MOVING MINDS	SUPPLIES	788.35
MYSTERY SCIENCE	SUPPLIES	1,249.00
NAEIR	SUPPLIES	81.37
NANTKES, JENNIFER	CONTRACTED SERVICES	232.96
NASCO	SUPPLIES	114.95
NASSP/NHS	DUES	480.00
NE COUNCIL OF SCHOOL ADMIN	FEES	955.00
NEBRASKA SAFETY CENTER	DRIVERS ED	9,240.00
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	13,158.11
NRCSA	DUES/FEES	850.00
ONE SOURCE BACKGROUND COMPANY	SERVICES	48.00
OnToCollege with John Baylor	ACT PREP	9,500.00
ORIENTAL TRADING COMPANY	SUPPLIES	690.21
PARCO SCIENTIFIC COMPANY	EQUIPMENT	7.50
PASCO SCIENTIFIC	TEXTBOOKS/SOFTWARE	1,007.00
PAYFLEX	FEES	117.30
PITSCO EDUCATION LLC	IND. TECH SUPPLIES	399.00
PLANK ROAD PUBLISHING	SUPPLIES	122.95
PLAY WITH A PURPOSE		790.57
POSTMASTER	STAMPS	1,100.00
PRESTO-X CO	PEST CONTROL	124.00
PYRAMID SCHOOL PRODUCTS	SUPPLIES	2,536.18
QUILL CORPORATION	SUPPLIES	743.30
RAYMOND GEDDES & COMPANY, INC	SUPPLIES	46.92
READ NATURALLY	SUBSCRIPTION	1,336.50
RIDDELL / ALLAMERICAN SPORTS CORP	SUPPLIES	41.99
S & S WORLDWIDE	SUPPLIES	126.57
SAUNDERS, RACHEL	REIMBURSEMENT	1,434.38
SAVVAS LEARNING COMPANY LLC	BOOKS & PERIODICALS	11,441.58
SCENARIO LEARNING LLC	WEB APP	1,325.00
SCHOOL HEALTH CORPORATION	MEDICAL	42.64
SCHOOL SPECIALTY, LLC	SUPPLIES	1,632.52

**Board Report for Newspaper**  
**JULY 2021**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
SHERWIN WILLIAMS CO, THE	SUPPLIES	480.67
SOFTWARE UNLIMITED INC	BUSINESS OFFICE SOFTWARE	4,645.00
STAPLES BUSINESS ADVANTAGE	SUPPLIES	27.78
STUDENT ASSURANCE SERVICES INC	INSURANCE	751.25
SUPREME SCHOOL SUPPLY	SUPPLIES	37.99
TEACHER DIRECT	SUPPLIES	68.24
TREND ENTERPRISES	SUPPLIES	60.89
TROX	AV EQUIPMENT	325.77
TRUCK CENTER COMPANIES	BUS REPAIRS	290.70
U.S. TOY CO/CONSTRUCTIVE PLAYTHINGS	SUPPLIES	220.75
UNITE PRIVATE NETWORKS, LLC	WAN FIBER	2,086.18
UTICA PARTS & SERVICE	AUTO REPAIRS/PARTS	28.07
VERIZON CONNECT FLEET	COMMUNICATION	265.30
VERIZON WIRELESS	CELL PHONES	173.37
VILLAGE OF UTICA	WATER/SEWER	1,373.43
VIRCO INC	SUPPLIES	2,792.62
VOSS LIGHTING	MAINTENANCE SUPPLIES	167.16
VOYAGER SOPRIS LEARNING	SUPPLIES	329.84
WEATHERCRAFT CO OF LINCOLN	ROOF REPAIR	1,043.96
WINDSTREAM	TELEPHONE/INTERNET	624.23
ZANER-BLOSER	TEXTBOOKS/SUPPLIES	1,400.00
ZITO BUSINESS	INTERNET SERVICE	41.70
	<b>Fund Total:</b>	<b>180,007.76</b>
	<b>Checking Account Total:</b>	<b>180,007.76</b>

June 30, 2021

	June 1 Balance	Received	Expenditures	July 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	-\$11,784.96	\$2,630.10	\$2,502.57	-\$11,657.43
BAND TRIP	\$11,333.72			\$11,333.72
BOOSTER CLUB	\$0.18			\$0.18
BOYS BASKETBALL	\$141.99	\$3,050.00	\$3,509.00	-\$317.01
BRONCO STORE	\$4,004.58		\$1,314.81	\$2,689.77
C CLUB	\$419.02			\$419.02
CENTENNIAL CHOICE	\$1,621.46			\$1,621.46
CHROMEBOOK ASSURANCE	\$4,960.59		\$1,042.00	\$3,918.59
CLASS '20	\$1,154.62			\$1,154.62
CLASS '21	\$864.98		\$522.00	\$342.98
CLASS '22	\$2,384.22			\$2,384.22
CLASS '23	\$3,700.55			\$3,700.55
CONC. MAN.	\$0.00			\$0.00
CONCESSIONS	\$35,263.19	\$391.00	\$820.45	\$34,833.74
CROSS COUNTRY	\$222.03			\$222.03
DANCE-CHEER	\$2,410.37			\$2,410.37
DIST. EVENTS	\$16,542.16	\$19.59	\$250.24	\$16,311.51
MUSICAL	\$8,850.99			\$8,850.99
DU VARSITY	\$0.00			\$0.00
FBLA	\$4,983.67			\$4,983.67
FCA	-\$39.95			-\$39.95
FCCLA	\$1,476.41			\$1,476.41
FFA	\$29,039.21	\$48.00	\$268.19	\$28,819.02
FOOTBALL	\$1,274.54		\$152.27	\$1,122.27
GENERAL	\$10,295.30	\$72,256.27	\$72,035.60	\$10,515.97
GIRLS BASKETBALL	\$569.79	\$4,564.00	\$2,948.50	\$2,185.29
GOLF	\$51.76			\$51.76
GREENHOUSE BUSINESS	\$400.00			\$400.00
INSTR.	-\$3,508.99		\$400.31	-\$3,909.30
JH BOYS BASKETBALL	\$0.00			\$0.00
JH GIRLS BASKETBALL	\$1,588.82			\$1,588.82
JH TRACK	\$130.00		\$130.00	\$0.00
JH YEARBOOK	-\$751.81	\$751.81		\$0.00
LIBRARY	\$772.83		\$15.49	\$757.34
MAT GIRL	\$0.00			\$0.00
NHS	\$40.10			\$40.10
ONE ACT	\$518.23			\$518.23
QUIZ BOWL	\$729.77	\$100.00		\$829.77
SCIENCE	\$890.81			\$890.81
SHOP/TECH	\$2,025.68			\$2,025.68
SHOW CHOIR	-\$1,554.44			-\$1,554.44
SOFTBALL	\$282.30			\$282.30
SPANISH CLUB	\$0.00			\$0.00
SPEECH	\$488.65			\$488.65
ST. COUN.	\$1,843.83	\$11.27		\$1,855.10
STUDENT FEES	\$0.00			\$0.00
TRACK	\$334.31			\$334.31
UNIFIED	\$155.90			\$155.90
VOCAL	-\$2,519.94			-\$2,519.94
VOLLEYBALL	\$3,898.74			\$3,898.74
WRESTLING	\$2,845.57		\$500.00	\$2,345.57
WT. ROOM	\$9,138.56			\$9,138.56
YEARBOOK	-\$6,225.70			-\$6,225.70
	\$141,267.73	\$83,822.04	\$86,411.43	\$138,678.34
CENTENNIAL BANK BALANCE				\$148,868.81
OUTSTANDING CHECKS				\$10,190.47
				\$138,678.34

Total

\$138,678.34

Year To Date

	Sept. 1, 2020 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$0.00	\$0.00	\$4.09
ATHLETICS	-\$6,521.48	\$63,046.03	\$68,181.98	-\$11,657.43
BAND TRIP	\$9,765.60	\$1,668.12	\$0.00	\$11,333.72
BOOSTER CLUB	\$0.00	\$381.18	\$381.00	\$0.18
BOYS BASKETBALL	\$144.71	\$7,570.18	\$8,031.90	-\$317.01
BRONCO STORE	\$1,904.61	\$3,858.00	\$3,072.84	\$2,689.77
C CLUB	\$419.02	\$0.00	\$0.00	\$419.02
CENTENNIAL CHOICE	\$0.00	\$1,621.46	\$0.00	\$1,621.46
CHROMEBOOK ASSURANCE	\$5,600.59	\$675.00	\$2,357.00	\$3,918.59
CLASS '20	\$1,194.62	\$0.00	\$40.00	\$1,154.62
CLASS '21	\$4,080.13	\$0.00	\$3,737.15	\$342.98
CLASS '22	\$1,135.93	\$7,772.57	\$6,524.28	\$2,384.22
CLASS '23	\$458.25	\$8,267.95	\$5,025.65	\$3,700.55
CONC. MAN.	\$0.00	\$5,372.81	\$5,372.81	\$0.00
CONCESSIONS	\$35,495.85	\$50,500.26	\$51,162.37	\$34,833.74
CROSS COUNTRY	-\$138.97	\$621.00	\$260.00	\$222.03
DANCE-CHEER	\$2,042.66	\$11,093.56	\$10,725.85	\$2,410.37
DIST. EVENTS	\$14,798.90	\$28,907.85	\$27,395.24	\$16,311.51
MUSICAL	\$8,348.30	\$4,901.64	\$4,398.95	\$8,850.99
DU VARSITY	\$0.00	\$0.00	\$0.00	\$0.00
FBLA	\$5,233.67	\$50.00	\$300.00	\$4,983.67
FCA	-\$39.95	\$0.00	\$0.00	-\$39.95
FCCLA	\$1,302.41	\$523.00	\$349.00	\$1,476.41
FFA	\$14,925.29	\$36,231.47	\$22,337.74	\$28,819.02
FOOTBALL	\$7,468.97	\$20.00	\$6,366.70	\$1,122.27
GENERAL	\$7,923.05	\$755,879.52	\$753,286.60	\$10,515.97
GIRLS BASKETBALL	\$342.54	\$9,057.22	\$7,214.47	\$2,185.29
GOLF	\$51.76	\$0.00	\$0.00	\$51.76
GREENHOUSE BUSINESS	\$0.00	\$400.00	\$0.00	\$400.00
INSTR.	-\$3,343.50	\$659.50	\$1,225.30	-\$3,909.30
JH BOYS BASKETBALL	\$0.00	\$154.00	\$154.00	\$0.00
JH GIRLS BASKETBALL	\$1,906.82	\$60.00	\$378.00	\$1,588.82
JH TRACK	-\$31.60	\$797.50	\$765.90	\$0.00
JH YEARBOOK	-\$252.70	\$1,251.81	\$999.11	\$0.00
LIBRARY	\$734.70	\$143.90	\$121.26	\$757.34
MAT GIRL	\$366.81	\$0.00	\$366.81	\$0.00
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	-\$13.54	\$681.77	\$150.00	\$518.23
QUIZ BOWL	\$798.17	\$817.00	\$785.40	\$829.77
SCIENCE	\$890.81	\$0.00	\$0.00	\$890.81
SHOP/TECH	\$2,025.68	\$0.00	\$0.00	\$2,025.68
SHOW CHOIR	-\$4,052.26	\$3,734.89	\$1,237.07	-\$1,554.44
SOFTBALL	\$20.30	\$262.00	\$0.00	\$282.30
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	\$488.65	\$70.00	\$70.00	\$488.65
ST. COUN.	\$1,354.29	\$1,042.81	\$542.00	\$1,855.10
STUDENT FEES	\$0.00	\$0.00	\$0.00	\$0.00
TRACK	\$317.54	\$2,182.99	\$2,166.22	\$334.31
UNIFIED	\$0.00	\$277.90	\$122.00	\$155.90
VOCAL	-\$2,585.84	\$166.00	\$100.10	-\$2,519.94
VOLLEYBALL	\$2,875.43	\$6,166.64	\$5,143.33	\$3,898.74
WRESTLING	\$2,417.50	\$492.51	\$564.44	\$2,345.57
WT. ROOM	\$8,538.56	\$600.00	\$0.00	\$9,138.56
YEARBOOK	-\$8,834.62	\$3,115.00	\$506.08	-\$6,225.70
	\$119,601.85	\$1,020,995.04	\$1,001,918.55	\$138,678.34
			Total	\$138,678.34

July 2021  
June 2021 Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE	AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000		<u>\$14,346.66</u>	
			Total	\$14,346.66	
Depreciation Fund	Farmers & Merchants	MMA 436 949		<u>\$21,694.24</u>	\$0.98
			Total	\$21,694.24	
Unemployment Ins.	Cornerstone Bank	CD# 90917		\$55,818.00	\$0.00
	Cornerstone Bank	MMA 81190		<u>\$10,005.93</u>	\$0.38
			Total	\$65,823.93	\$0.00
Building Fund	First Bank of Utica	Checking 18 064 6		\$560,870.95	\$22.43
		Qualified Cap Bond 180554		\$154.91	\$0.00
		Bond Fund 180034		<u>\$714,254.73</u>	\$28.57
			Total	\$1,275,280.59	\$0.00
General Account	York State, Gresham	CD 5204		\$179,302.27	\$0.00
	First Bank of Utica	PayFlex Acct		<u>\$21,044.61</u>	
			Total	\$200,346.88	\$0.00
	First Bank of Utica	Checking 180505		<u>\$2,287,001.69</u>	\$98.59
		Total Invested All Accounts Combined		<u>\$3,864,493.99</u>	

Total amount invested at Farmers & Merchants .....	\$21,694.24
Total amount invested at First Bank of Utica .....	\$3,597,673.55
Total amount invested at Cornerstone Bank, Waco .....	\$65,823.93
Total amount invested at York State, Gresham .....	<u>\$179,302.27</u>
Total Invested	<u>\$3,864,493.99</u>

**COMMUNITIES UNITED FOR A BRIGHTER TOMORROW**  
**EMPOWER, CHALLENGE, AND SUPPORT EVERY STUDENT, EVERY DAY.**

**2021 - 2022**



**CENTENNIAL  
PUBLIC SCHOOL**

**Teacher Handbook**

Centennial Public School  
Teacher Handbook  
2021-22 School Year

"Click" a section in the Table of Contents then "click" Bookmark to move to that section of the Handbook.

**TABLE OF CONTENTS**

<a href="#">Section 1</a>	<a href="#">Intent of Handbook</a>
<a href="#">Section 2</a>	<a href="#">Information About Centennial Public School</a>
<a href="#">Section 3</a>	<a href="#">School Vision and Mission Statement</a>
<a href="#">Section 4</a>	<a href="#">Members of the Board of Education</a>
<a href="#">Section 5</a>	<a href="#">Administrative Staff</a>
<a href="#">Section 6</a>	<a href="#">Teachers and Counselors Staff</a>

[Article 1 - SCHOOL CALENDAR AND SCHEDULES](#)

<a href="#">Section 1</a>	<a href="#">2021-2022 Centennial School Calendar</a>
<a href="#">Section 2</a>	<a href="#">Daily Schedule</a>
<a href="#">Section 3</a>	<a href="#">Severe Weather and School Cancellations</a>
<a href="#">Section 4</a>	<a href="#">Contract Days</a>

[Article 2 - EMPLOYMENT, COMPENSATION AND BENEFITS](#)

<a href="#">Section 1</a>	<a href="#">Employment</a>
<a href="#">Section 2</a>	<a href="#">Assignments</a>
<a href="#">Section 3</a>	<a href="#">Personnel File</a>
<a href="#">Section 4</a>	<a href="#">Grievances and Complaints</a>
<a href="#">Section 5</a>	<a href="#">Compensation</a>
<a href="#">Section 6</a>	<a href="#">Extended Duty Pay</a>
<a href="#">Section 7</a>	<a href="#">Benefits</a>
<a href="#">Section 8</a>	<a href="#">Payroll and Payroll Deductions</a>
<a href="#">Section 9</a>	<a href="#">Expense Reimbursement</a>
<a href="#">Section 10</a>	<a href="#">403(b) Salary Reduction Agreements</a>
<a href="#">Section 11</a>	<a href="#">Overtime</a>

[Article 3 - ABSENCES FROM WORK](#)

<a href="#">Section 1</a>	<a href="#">Paid Leave - Sick and Personal Leaves</a>
<a href="#">Section 2</a>	<a href="#">Payroll Deductions for Absences in Excess of Paid Leave</a>
<a href="#">Section 3</a>	<a href="#">Leaves of Absence</a>
<a href="#">Section 4</a>	<a href="#">Jury Duty</a>
<a href="#">Section 5</a>	<a href="#">Military Leave</a>
<a href="#">Section 6</a>	<a href="#">Family and Medical Leave Act</a>

[Article 4 - DUTIES AND RESPONSIBILITIES](#)

<a href="#">Section 1</a>	<a href="#">Hours of Work &amp; Meetings</a>
<a href="#">Section 2</a>	<a href="#">Arrival to Duty Assignments</a>
<a href="#">Section 3</a>	<a href="#">Leaving School</a>
<a href="#">Section 4</a>	<a href="#">Lesson Plans &amp; Sub Folder</a>
<a href="#">Section 5</a>	<a href="#">Daily Class Record Books</a>
<a href="#">Section 6</a>	<a href="#">Classroom and School Procedures</a>
<a href="#">Section 7</a>	<a href="#">Supervision of Students</a>
<a href="#">Section 8</a>	<a href="#">Managing Student Conduct</a>
<a href="#">Section 9</a>	<a href="#">Dispensing Medication</a>
<a href="#">Section 10</a>	<a href="#">Reporting Child Abuse</a>

[Section 11 Threat Assessment & Response](#)

[Article 5 - PERSONAL AND PROFESSIONAL CONDUCT](#)

[Section 1 Professional Ethics Standards](#)

[Section 2 Evaluations](#)

[Section 3 Role Model](#)

[Section 4 Relationships](#)

[Section 5 Professional Attire](#)

[Section 6 Private Tutoring](#)

[Section 7 Outside Employment](#)

[Section 8 Social Media Usage By Staff](#)

[Article 6 - ACADEMIC MATTERS](#)

[Section 1 Purpose and Goals of Academic Achievement](#)

[Section 2 Teaching to Student Understanding to Assure Learning](#)

[Section 3 Instruction in the Curriculum](#)

[Section 4 Measuring and Reporting Academic Achievement](#)

[Section 5 Parent-Teacher Conferences](#)

[Article 7 - USE OF SCHOOL FACILITIES AND EQUIPMENT](#)

[Section 1 Drug-Free Workplace](#)

[Section 2 Smoke and Tobacco-Free Workplace](#)

[Section 3 Essential Oils](#)

[Section 4 Weapon-Free Workplace](#)

[Section 5 Use of District Computer Network and Internet](#)

[Section 6 Use of School Facilities](#)

[Section 7 Care of School Property](#)

[Section 8 Visitors](#)

[Section 9 Salespersons](#)

[Section 10 Security of Desks and Lockers](#)

[Section 11 Searches of Lockers & Other Types of searches](#)

[Section 12 Audio & Video Recording & Surveillance](#)

[Section 13 Bulletins and Announcements](#)

[Section 14 Copyright and Fair Use Policy](#)

[Section 15 Safety](#)

[Article 8 - STATE AND FEDERAL PROGRAMS](#)

[Section 1 Notice of Nondiscrimination](#)

[Section 2 Designation of Coordinators](#)

[Section 3 Anti-discrimination & Harassment Policy](#)

[Section 4 Grievance Procedure for Persons with a Disability](#)

[Section 5 Confidentiality of Student Records \(FERPA\)](#)

[Section 6 Directory Information](#)

[Section 7 Disclosure of Staff Qualifications](#)

[Section 8 Student Privacy Protection](#)

[Section 9 Parental Involvement](#)

[Section 10 Homeless Students](#)

[Section 11 Lunch Programs](#)

[Section 12 Confidentiality of Protected Health Information](#)

[Section 13 Title IX Policy](#)

[Section 14 COBRA Notice](#)

[RECEIPT OF 2021-22 TEACHER HANDBOOK](#)

## **Section 1 Intent of Handbook**

Welcome to Centennial Public School. This handbook is intended to be used by teachers and other certificated staff to provide general information about Centennial Public School and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Centennial Public School and the Centennial Public School Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a contract of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

## **Section 2 Information About Centennial Public School**

### **FORMED:**

School districts of Beaver Crossing, Utica and Waco merged in 1967 (Thayer merged with Waco earlier). The school district of Gresham and part of the Cordova district joined in 1986.

### **SIZE:**

Approximately 316 square miles located primarily in eastern York and western Seward counties. Some parcels of land from Butler and Polk counties are also in our district.

### **LOCATION:**

Pre-K - 12 District at Utica. All students under one roof!

### **FACILITIES:**

- 1977 - A 100,000 square foot school was built on a 40 acre site in Utica.
- 1988 - A 3,840 square foot addition of a weight room/wrestling practice area.
- 1992 - A 12,000 square foot elementary addition.
- 1997 - A 7,650 square foot secondary addition (three classrooms and a girls locker room).
- 2009 - A 22,000 square foot addition of a Performing Arts Center.
- 2015 - A 50,000 square foot addition of new Jr. and Sr. High Science classrooms, Vocational Ag and Industrial Arts classrooms and shops, and a new competition gym and locker rooms.
- 2017 - New concessions stand and restrooms at the football field/track.
- Two additional auxiliary buildings are also located in Utica.

### **ENROLLMENT:**

PK-12 student enrollment averages between 350-450 students yearly.

## **Section 3 School Vision and Mission Statement**

Communities united for a brighter tomorrow; empower, challenge and support every student, every day.

- Engage students in rigorous, relevant and fun learning opportunities that promote academic, physical, social and emotional growth.
- Implement student-centered educational programs that challenge all students to perform at their highest potential.
- Inspire students to be critical thinkers and problem solvers through a variety of methods.
- Support our students when they face challenges and conflicts.
- Build leaders at all grade levels.
- Instill a deep sense of pride in school, community, state and country.
- Build confidence, leadership skills, and workforce skills for all students.
- Provide service opportunities for all students.
- Partner with local businesses and community members to set up real world education, connections and opportunities for all students at all ages.
- Create a positive Culture amongst all employees, families and students.
- Help our students build relationships that last a lifetime.

**Section 4 Members of the Board of Education**

<b>Name</b>	<b>Position</b>
Jason Richters	President
Mark Avery	Vice-President
Jodi Cast	Secretary
Doug Cast	Treasurer
Doug Tonniges	Member
Bryce Borchers	Member

**Section 5 Administrative Staff**

<b>Name</b>	<b>Position</b>
Ford, Seth	Superintendent
Bargen, Colin	Secondary Principal
Booth, Ken	Elementary Principal
Stoll, Cara	Special Education Director
Wagner, Jenny	Assistant Principal/Activities Director
Tesar, Dan	Operations Director/Technology Coordinator

**Section 6 Teachers and Counselors Staff**

<b>Name</b>	<b>Department</b>	<b>Grades</b>
Anstine, Alex	Special Education	K-9
Bargen, Jennifer	Mathematics	11-12
Barjenbruch, Craig	Business/Math	7-12
Barjenbruch, Jordan	5th Grade	5
Breitkreutz, Jessica	Technology Integrationist/Library Media Specialist	PK-12
Chrisman, Dana	1st Grade	1
Dey, Julie	6th Grade	6
Eitzmann, Barry	Mathematics	8-12
Endres, Ann	Family Consumer Science	7-12

Fehlhafer, Kelly	Speech-Language Pathologist	PK-12
Fish, Bob	Guidance Counseling	7-12
Fowler, Jarrett	2nd Grade	2
Godfrey, Amanda	Preschool, Special Education	PK-K
Hanway, Kaylee	4th Grade	4
Harris, Joshua	Instrumental Music/Vocal Music	K-12
Heine, Bridget	Kindergarten	K
Heser, Kelly	Art	K-12
Hirschfeld, Tricia	Interventionist	4-8
Jansen, Ryan	Vocal Music	K-12
Johansen, Rob	Industrial Tech	7-12
Jorgensen, Crystal	3rd Grade	3
Klanecky, Evan	PE	7-12
Klanecky, Nikki	Special Education	7-12
Kucera, McKenna	4th Grade	4
Morenzoni, Liz	5th Grade	5
Ortmeier, Jordan	Social Studies/Criminal Justice	10-12
Ortmeier, Mark	Science/PE	K-8
Ostmeyer, Sarah	Language Arts	10-12
Pair, Becca	Science	10-12
Pankoke, Leah	Business/Technology	7-12
Payne, Phil	Social Studies	7-12
Petersen, Emily	Spanish	8-12
Podliska, Holly	Agriculture	8-12
Polk, Jake	PE	K-6
Pracheil, Molly	2nd Grade	2
Pulliam, Laura	Language Arts	6-8
Rafert, Linda	Title I	K-6

Robinson, Chelsea	Special Education	K-6
Rodine, Drew	Math/Coding and Robotics	6-8
Sams, Brian	Science	9-12
Saunders, Rachel	Language Arts	9-12
Scholl, Cam	Special Education/PE	7-12
Soliz, Danae	1st Grade	1
Warm, Molly	Kindergarten	K
Warren, Ashley	Preschool	PK
Zysset, Jared	3rd Grade	3

## Section 7 Support Staff

Name	Position
Tonniges, Lindsey	Nurse
Rhodes, Marge	Bookkeeper
Fickel, Teri	Special Education Secretary
Dickey, Susan	Superintendent Secretary
Jackson, PJ	Secondary Secretary
Fehlhafer, Kara	Secondary Secretary
Kilgore, Kayla	Elementary Secretary
Fortner, Si	Maintenance Technician
Heine, Kathy	Custodian/Transportation
Kirkpatrick, Diana	Custodian
Mogee, Nancy	Custodian
Tieken, Tim	Custodian
Adrienne Heater	Head Custodian/Transportation
Brueggemann, Jayson	Athletic Trainer
Bush, Dianne	Food Service

Janousek, Cathy	Food Service
Oltman, Dixie	Food Service
Walgren, Donna	Food Service
Allen, Dani	Food Service
Wright, Mike	Transportation Supervisor
Backhus, Karyn	Transportation
Dumpert, Nicole	Transportation
Erks, Barb	Transportation
Erks, Ron	Transportation
Gierhan, Brenda	Transportation
Gumaer, Carrie	Transportation
Heine, Kathy	Transportation
Mogee, Bill	Transportation
Richters, Nancy	Transportation/7-12 Study Hall Supervisor
Yamber, Dana	Media/Paraeducator
Black, Heather	Paraeducator
Butzke, Angela	Paraeducator
Choma, Tiffany	Paraeducator
Clonce, Shelbi	Paraeducator
Crawford, Megan	Paraeducator
Diekmann, Donna	Paraeducator
Johnson, Beth	Paraeducator
Kahler, Kathy	Paraeducator
LeDoux, Sarah	Paraeducator
New Hire	Paraeducator
New Hire	Paraeducator
Perkins, Sheena	Paraeducator
Prochaska, Vicki	Paraeducator

Rathjen, Teresa	Paraeducator
Sheehan, Kim	Paraeducator
Steckly, Shannon	Paraeducator
Stuhr, Wendy	Paraeducator

# Article 1 - SCHOOL CALENDAR AND SCHEDULES

## Section 1 2021-2022 Centennial School Calendar

Centennial Public School																					
2021-2022 School Calendar																					
August '21							September '21							October '21							
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
													31								
14							20							20							
November '21							December '21							January '22							
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
													30	31							
19							15							20							
February '22							March '22							April '22							
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
		1	2	3	4	5			1	2	3	4	5						1	2	
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28						27	28	29	30	31			24	25	26	27	28	29	30	
19							18							19							
May '22							June '22							July '22							
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
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14																					

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| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ff0000; margin-right: 5px;"></span> School Closed/ Holidays</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffff00; margin-right: 5px;"></span> P-T Conferences</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ff8c00; margin-right: 5px;"></span> Start/End of Quarter</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #00ffff; margin-right: 5px;"></span> 1:30 Dismissal - PD</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #d3d3d3; margin-right: 5px;"></span> Teacher in-Service Day (no school for students)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #00ff00; margin-right: 5px;"></span> First and Last Day of School</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ff00ff; margin-right: 5px;"></span> Graduation</li> </ul> |
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## Section 2 Daily Schedule

The Centennial student attendance day begins at 8:10 a.m. for K-12 students and ends at 3:26 p.m. for elementary students and 3:30 p.m. for secondary students. Students in grades 7-12 are allowed to go to their classrooms beginning at 8:00 a.m.

### Secondary Schedule

Enter School Building.....	8:00
Class Warning Tone.....	8:05
Period 1.....	8:10 - 8:56
Period 2.....	8:59 - 9:45
Bronco Period.....	9:48 - 10:06
Period 3.....	10:09 - 10:55
Period 4.....	10:58 - 11:44
Junior High Lunch.....	11:44 - 12:14
Period 5 (Junior High).....	12:17 - 1:03
Period 5 (High School).....	11:47 - 12:33
Senior High Lunch.....	12:33 - 1:03
Period 6 .....	1:06 - 1:52
Period 7.....	1:55 - 2:41
Period 8.....	2:44 - 3:30

## Section 3 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed. In addition, the school alert system will be activated.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via **the school alert system.** Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Centennial Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

#### **Section 4 Contract Days**

Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

### **Article 2 - EMPLOYMENT, COMPENSATION AND BENEFITS**

#### **Section 1 Employment**

A teacher is employed by Centennial Public School when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. '79-820.

#### **Section 2 Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school

district is an integral part of the overall educational program of the school district. A teacher is expected to assist at a minimum of four events during a school year, two in the Fall season and two in the Winter season, in addition to their “extra duty” assignments. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher’s overall performance to the District.

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher’s personnel file, including but not limited to Neb. Rev. Stat. ' 79-8,109.

### **Section 4 Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

### **Section 5 Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month’s salary. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

### **Section 6 Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at a rate agreed upon between the Superintendent and the teacher and approved by the Board of Education.

### **Section 7 Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district’s Section 125 Plan document. Teachers shall make annual

fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A." The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Section 8 Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

### **Section 9 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved in advance by either the Principal or, if the expense relates to an activity, by the Activities Director. Any and all detailed receipts or documentation related to such expenses shall be submitted to the approving administrator. Reimbursement allowable up to the district limits.

### **Section 10 403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

### **Section 11 Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook. Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular

workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for nonexempt employees will be paid at the rate of not less than 12 times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 12 times the number of hours worked in excess of 40 hours in any workweek. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

### **Article 3 - ABSENCES FROM WORK**

#### **Section 1 Paid Leave - Sick and Personal Leaves**

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

#### Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact the Principal before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Principal as to whether the teacher will be able to return to duty on the

next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the Principal at least a week prior to the leave, or such other advance notice as is practicable under the circumstances.

### Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

### **Section 2 Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed =  $1/185^{\text{th}}$  of total salary and fringe benefits.

### **Section 3 Leaves of Absence**

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws.

### **Section 4 Jury Duty**

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

### **Section 5 Military Leave**

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps

Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave. When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

## **Section 6 Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12 month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix "C" to this handbook. Some specifics regarding FMLA leave at Centennial Public School:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
- a. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

## **Article 4 - DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Certificated employees are required to serve on playground, lunchroom, bus and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, Principals, department heads and team leaders, except those meetings which are designated for optional attendance.

## **Section 2      Arrival to Duty Assignments**

Full-time teachers have a designated on-site work day as 7:45 a.m. to 3:45 p.m., to be in their classroom no later than 8:00 a.m., and to remain on duty until 3:45 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned area (Example: Hall supervision) before each period begins to assure that students are not unsupervised within the classroom.

## **Section 3      Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

## **Section 4      Lesson Plans & Sub Folder**

Teachers will prepare written lesson plans which cover at least five days of advance instruction. The plans must be posted on PlanBook.com and linked into your Google Classroom in order for students and parents to access them. Please keep a folder for substitutes, including lesson plans, class rosters, safety procedures, etc. in a place in which the sub folder will be readily available in the teacher's absence.

The lesson plans left for an absence must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The lesson plans must give specific reference to other instructional resources immediately available which will enhance the instructional lesson.

## **Section 5      Daily Class Record Books**

Every teacher is required to keep a complete and easily understandable record of the attendance and achievement of every student in a class. This class record must be kept current and recorded in PowerSchool.

\*There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess and check for understanding frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents. Secondary teachers should strive to record three grades/week if possible in order to provide feedback to students and opportunities for students to demonstrate understanding.

Upon request a student's individual record in the teacher's class record shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to post the teachers' class record to PowerSchool for filing in the permanent records. Teachers who return to Centennial and who wish to refer to the previous year's class record may request access to that information.

## **Section 6 Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

### **1. Bulletin Boards**

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.

### **2. Text Book and Room Inventory**

All school purchased materials must be inventoried. Textbooks are to be numbered. Teachers should keep good records of who has which book. **At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet.** When a book is turned in, again, note its condition and if the book shows abuse (other than normal wear) assess a fine based on the table found in the student handbook. Encourage students to put covers on their books by the end of the first week after receiving them.

### **3. Use of Teacher Aides (Paraprofessionals)**

Paraprofessionals work under the supervision of certified staff to support and assist students throughout the school day. Roles and responsibilities of the paraprofessional include reinforcing instructional and behavioral goals, monitoring the learning environment, providing individual and small group assistance following teacher instruction, and collaborating with certified staff to evaluate student progress. Teachers are responsible for planning, communicating, and monitoring the daily instructional activities paraprofessionals perform. It is critical for each classroom teacher to continuously model the role of educational leadership and explain the paraprofessional's accountability for student achievement.

Communicating with paraprofessionals to help define roles, clarify expectations, and identify overall goals is a vital component to sustaining an effective working relationship. Providing consistent opportunities for feedback and discussion is an essential element for successful utilization of the paraprofessional. The cooperative effort of the teacher and paraprofessional will result in a high level of instruction to enhance the educational opportunities for all students.

### **4. Use of Student Aides**

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student or record grades. School keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours. The supervising teacher is responsible for communicating attendance on a daily basis by either calling or emailing the high school office. Tardiness needs to be communicated to the high school office as well. Set expectations for your student aides on the first day and be consistent in enforcing them.

#### 5. Checking Out of Equipment

All equipment must be checked out through the building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

#### 6. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

#### 7. Email

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's email system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

#### 8. Teacher Mail Box

Each teacher will be assigned a mailbox located in the Teacher's Lounge. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communication regarding school business.

#### 9. Teachers Meetings

Teachers' meetings will be held as needed. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

#### 10. Classroom and Building Safety/Maintenance Requests

A neat, clean, orderly and properly ventilated room helps in motivating students to learn. It sets an example for them to follow, and increases their pride in the school. It shall be the duty of each teacher to keep his/her desk, bookshelves and counter top orderly and clean. Chalkboards should be erased before leaving the room. DO NOT WASH CHALKBOARDS or WHITEBOARDS. The custodian will maintain the floors with special emphasis placed on "hard to get places" such as under a table. If light bulbs burn out, switches become defective or windows need cleaning, the teacher should notify the custodian or Principal. Supplies such as dust cloths, etc. may be obtained from the custodian as they are needed. Any requests for maintenance are to be submitted online through the work order system. To submit a maintenance request, please do the following: Open a new tab in Chrome and the Staff Portal should appear. Click on "Maintenance Work Orders". You can also access the Staff Portal from our website ([www.centennialbroncos.org](http://www.centennialbroncos.org)): Menu --> Faculty & Staff --> Staff Portal

**Please ask eighth period students to pick up chairs and place them on top of desks and tables. The custodians will appreciate your assistance.**

#### 11. Study Hall

Since some students are in more than one study hall, it helps discipline for all study hall teachers to follow the same general procedures.

- Keep a seating chart.
- Maintain a quiet study atmosphere.
- Allow students on the floor only after permission has been obtained. Teachers will want to limit the number on the floor depending on the size of the study hall.

- Students must bring reading books or study material to study hall.
- Permission to talk must be obtained from the teacher. Permission will be granted to one student at a time.
- There is no reason why students should not be allowed to use the water fountain or rest room during the period, provided they ask permission and sign out. Limit the number to one.
- Students must have a pre-signed pass from another teacher if they wish to leave your study hall for reasons other than those above.
- The use of the library during study hall time rather than during class time should be encouraged. However, a pass must be used, granted by the study hall teacher.
- A reason for all library passes must be written on the pass. Students will be required to return to their study hall immediately after obtaining materials or completing stated reason for their library pass.
- Media Center passes will be limited to six students at one time. As students return, other students may go to the Media Center. Media Center passes will be limited to 15 minutes per students. (Special arrangements may be made.)
- Obviously, each day and each period, the study hall will present different problems. You will find that moving around is a big help. Check what the students are doing. It is always easier to relax discipline if needed than to tighten it up. A few simple rules enforced by you, the teacher will facilitate a more productive study hall.
- Sleeping will not be permitted.

## 12. Coaching and Activity Sponsor Responsibilities

### Sponsor responsibilities on bus trips:

- A signed permission slip from a parent/guardian must be obtained before any student may be taken on a school sponsored trip.
- An emergency medical release form must accompany all permission slips.
- Submit transportation requests as soon as possible to facilitate proper trip preparations (at a minimum, 1 week in advance).
- Report to the bus driver of any deviation from the requested trip, such as restroom stops, lunch stops, side trips, departure and return times, and any other change from original bus request information. Do not surprise the driver with a last minute change.
- Keep each student seated in his/her seat.
- Control the noise level.
- Make certain the trash, paper, cans, etc. are picked up and removed from the bus or placed in a waste basket.
- Take roll after you board the bus to leave and before you return home.
- Coaches and sponsors must notify parents guardians if a student fails to board the bus for any activity or field trip. If a secretary is on duty, the sponsor may ask her to notify parents. If a secretary is not on duty, a cell phone may be used to contact parents.
- On all activity trips the students must travel to and from the activity in transportation provided by the school.

#### Only exceptions are:

1. Injury to participant which would require alternate transportation.
  2. Prior arrangement between the coach/sponsor and participant's parent/guardian.
  3. Students will not be permitted to ride home from a school activity with any minor (under age 21).
- Any special requests must be approved by the Principal before the student(s) leave on school sponsored trips.

#### 4. Church Night

Any requests for Wednesday/Sunday activities must be approved by the appropriate Principal and Superintendent. If approval by both administrators, the Board of Education is to be informed no later than the next regular meeting.

#### 5. Money Raising Activities

Money raising activities must have the approval of the Principal and the Superintendent. School projects to raise money except for the sale of tickets to school activities will be discouraged and kept to a minimum.

#### 14. Event Help

**All certified staff will be expected to assist at a minimum of four events during a school year, two in the Fall season and two in the Winter season.** Staff members will be assigned events if they do not sign up on their own. Staff members who are unavailable to help at the event that they are assigned to work must find their own replacements and notify the AD of who will be taking their place. Consideration will be given to coaches/sponsors during seasons in which they are coaching/sponsoring.

### **Employee Use of Electronic Communication Devices**

While employees are allowed to possess and carry electronic communications devices on school property, such possession and use are subject to the following rules:

#### District-Issued Communications Devices

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, electronic tablets or laptop computers, citizen band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

Any District-issued equipment is to be surrendered back to the District immediately upon request.

#### Personally Owned Electronic Communications Devices

Employees may possess and carry cell phones, electronic tablets, and laptops during the school day on school property.

Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Cell phones should not be used during the employee's normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of cell phones should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.

## **Section 7 Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

### 1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on noon duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential: do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Centennial Public School. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent

when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check the intercom periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- Student fight
- Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- A report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- Presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

**Section 8 Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff members are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include a parent conference or a referral to an

administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the Principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent. The administrator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules, which are also violations of state law, are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

## **Section 9 Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. '71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication

brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

## **Section 10 Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation, which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Staff members are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report with the staff member. However, informing a Principal or supervisor does not end the staff member's responsibility; staff members are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. See Board Policy 4054.

## **Section 11 Threat Assessment & Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### **1. Definitions**

1. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
2. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by

itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

## 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## 3. Threat Assessment Team

The threat assessment team shall consist of the Superintendent, building Principals, counselor, teachers, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

## 4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school’s student discipline policy or, if appropriate, report the results of its investigation to the student’s individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### 5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team’s response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### 6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district’s crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district’s All-Hazard School Safety Plan.

### **Article 5 - PERSONAL AND PROFESSIONAL CONDUCT**

#### **Section 1 Professional Ethics Standards**

The Centennial Public School expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards, which certificated employees are expected to adhere to, include those set forth below. References to “educator” shall include all certificated employees of the District.

##### Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

## **Section 2 Evaluations**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

## **Section 3 Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

## **Section 4 Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Concerns:

Concerns need to be addressed early on before they become major problems. If you have a concern about something you have heard, something someone has told you, something you have seen, or any other circumstances, it is your obligation to take your concern in a reasonable, non-accusatory, rational and professional manner to the closest person involved. If you are disturbed about something to the point of needing to tell it to someone else, first visit with the person involved to be sure you have the whole, complete and clear story. Do not spend your time "discussing" something you have heard from a third party, until you have checked out the validity of the statements from the person who made them initially. Don't lose sleep over something that may not be true to begin with. Clear, open and timely communications is the key to avoiding hurt feelings and the spreading of unnecessary rumors.

## **Section 5 Professional Attire**

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

### **A. General Expectations in Dress and Appearance**

1. Certified staff should generally dress in business casual attire that is clean and professional.

### **B. Unacceptable Forms of Dress and Appearance**

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
  - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
  - Athletic wear, including, sweat, jogging, athletic leggings and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
  - T-shirts or sweatshirts without hoods, unless they are Centennial Broncos or can be deemed professional by other standards.
  - Shorts, except when teaching physical education class or athletic or other activity practices.

- Blue Jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
- Hats, except when worn outside for sun coverage.
- Rubber soled “flip flop” thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat or professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

C. Enforcement

The Superintendent or Principal shall maintain the discretion to make determinations of staff dress and appearance. Administrators may temporarily suspend all or portions of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field trips). Any violation of school policy and rules may result in disciplinary action.

**Section 6 Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher’s class.
2. The teacher is not to provide private tutoring during duty time.
3. The teacher is not to advertise or promote the teacher’s private tutoring services in the school or in the school’s communications systems except with the express permission of the Superintendent or designee.

**Section 7 Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers’ compensation requirements.

**Section 8 Social Media Usage By Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the Centennial Board Policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media. See Board Policy 4051.

**Article 6 - ACADEMIC MATTERS**

**Section 1 Purpose and Goals of Academic Achievement**

The Centennial Public School Board of Education is committed to providing a quality education for all Centennial Public School students consistent with the school’s mission statement. Effective, quality instruction by teachers is an essential means of meeting the District’s mission of providing a quality education.

## **Section 2 Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities, which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

## **Section 3 Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

## **Section 4 Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period. It is recommended that the teacher record at least three grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the PowerSchool Administrative Record System. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building Principal.

**STUDENT EVALUATION SCALE:**

The grade scales to be used for reporting student progress in Centennial Elementary are as follows:

**Kindergarten** students are graded by mastery of skills. The grade symbols are:

<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>X</b>	<b>Unable to do this</b>

**Grades 1 - 2** students receive report card grades: The following letter grades/symbols are used:

<b>O</b>	<b>Outstanding</b>	<b>100% - 95%</b>
<b>S+</b>	<b>Very Good</b>	<b>94% - 90%</b>
<b>S</b>	<b>Satisfactory</b>	<b>89% - 80%</b>
<b>N</b>	<b>Needs Improvement</b>	<b>79% - 70%</b>
<b>U</b>	<b>Unsatisfactory</b>	<b>69% - 0%</b>

**Grades 3 - 6** students receive report card grades. The following symbols are used:

<b>A+ = 99-100</b>	<b>B+ = 91-92</b>	<b>C+ = 84-85</b>	<b>D+ = 76-77</b>
<b>A = 95-98</b>	<b>B = 88-90</b>	<b>C = 80-83</b>	<b>D = 72-75</b>
<b>A- = 93-94</b>	<b>B- = 86-87</b>	<b>C- = 78-79</b>	<b>D- = 70-71</b>
			<b>F = 0-69</b>

Elementary physical education, instrumental music, vocal music and library skills are graded as follows:

**Excellent, Satisfactory, Improving, Growth Needed, and Unsatisfactory**

Each teacher should define for students the grading procedures to be used in their classes.

The grade scales to be used for reporting student progress in **Grades 7 - 12** are as follows:

<b>A</b>	<b>93 - 100</b>	<b>Excellent</b>
<b>B</b>	<b>86 - 92</b>	<b>Above Average</b>
<b>C</b>	<b>78 - 85</b>	<b>Average</b>
<b>D</b>	<b>70 - 77</b>	<b>Below Average</b>
<b>F</b>	<b>Below 70</b>	<b>Failure</b>
<b>INC</b>		<b>Incomplete, failure unless removed</b>

Each teacher should define for students the grading procedures to be used in their classes.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference, which includes the teacher(s) involved and the Principal. In the event, a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades, designated by teachers, will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

#### Transfer Grades

A student transferring into Centennial Public School at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

#### Reports to Parents

Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, second quarter, first semester, third quarter, fourth quarter, and second semester. The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction,

and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes, which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Secondary 1/3 & 2/3 Quarter Progress Reports To Parents (Special Reports)

One-Third and Two-Third quarter progress reports are prepared by the teacher at or near the end of the 3<sup>rd</sup> week and 6<sup>th</sup> week of each quarter. These reports are to be turned into the office and will be mailed to parents.

**Section 5 Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

<b>DATE</b>	<b>TIME</b>
<b>Wednesday, September 22, 2021</b>	<b>4:00 p.m. - 8:30 p.m.</b>
<b>Wednesday, September 23, 2021</b>	<b>4:00 p.m. - 8:30 p.m.</b>
<b>Wednesday, February 9, 2022</b>	<b>4:00 p.m. - 8:30 p.m.</b>
<b>Thursday, February 10, 2022</b>	<b>4:00 p.m. - 8:30 p.m.</b>

Teachers are expected to be prepared for such conferences. Being prepared includes having grades updated in PowerSchool which includes all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

**Article 7 - USE OF SCHOOL FACILITIES AND EQUIPMENT**

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such a location is on school district property or within the geographic limits of the school district.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the

same effect such as K2 or spice. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

## **Section 2 Smoke and Tobacco-Free Workplace**

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

## **Section 3 Essential Oils**

Due to concerns and liability to the school, the diffusing of oils or applying of oils at school is prohibited.

## **Section 4 Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means
2. The frame or receiver of any object described in the preceding example
3. Any firearm muffler or silencer
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device
5. Any bludgeon, sandclub, metal knuckles, or throwing stars
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon.
9. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

10. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
11. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

## **Section 5 Use of District Computer Network and Internet**

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following policies:

### **A. Internet Safety Policy**

It is the policy of Centennial Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or nonvisual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other

unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

#### B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses. The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, 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.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation, users shall not use another person's name, login, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 1. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 2. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 3. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 4. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 5. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 6. Users shall not engage in any form of vandalism of the technology resources.

7. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration

and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
Date of Adoption: June 11, 2012

## **Section 6 Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machine, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

## **Section 7 Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, submit the your request online through the work order system. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it online through the work order system, then notify your Principal so the appropriate responsibility for the cost of replacement or repair may be determined.

## **Section 8 Visitors**

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

## **Section 9 Salespersons**

Teachers need not allow, and should not permit, any salesperson or representative or agent of any

commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

### **Section 10 Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 11 Searches of Lockers & Other Types of searches**

Lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Staff and students should not expect privacy regarding usage of or items placed in or on school property, including vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. Additionally, the board of education has authorized the use of sniffer dogs to assist in the process of keeping school grounds free of illegal items such as illegal drugs, over the counter drugs, alcohol, guns, ammunition, etc. The protocol for the use of sniffer dogs is addressed more specifically in the Centennial School Board Policy Manual.

#### **NOTICE TO STAFF**

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Section 12 Audio & Video Recording & Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules

or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Section 13     Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 1 week after the event.

A 6-12 grade daily bulletin will be read by a National Honor Society member at the start of Bronco Period (or 3<sup>rd</sup> period if there is a shortened schedule) and will be posted on the school website. It is requested that student announcements be limited to no more than two or three days. All announcements for the bulletin must be turned into the secondary office secretary before school starts.

### **Section 14     Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

The nature of the copyrighted work;  
The amount and substantiality of the portion used in relation to the copyrighted work as a whole,  
and  
The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 15 Safety**

### Safety Program and Safety Committee

The District has established an Emergency Operations Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Emergency Operations Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from various school groups plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact your building Principal. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the Superintendent.

### Safety Practices

Guidelines for safe work practices, which teachers should follow, include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seat belts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### Use of Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use electronic communication devices while driving a school vehicle or while transporting children.

### School Transportation

Staff members must requisition school transportation to attend out of town meetings, seminars, clinics, etc. If school transportation is not available, then and only then, mileage will be paid for the use of your own vehicle.

### Bus, Car, and Van Requests:

- Requests will be made via rSchool at (<http://transpo-centennial.rschoolday.com/login/>).
- Requests submitted to the Transportation Supervisor one week in advance.
- Communicate with Transportation Supervisor on proper procedures.

### 2020-21 Travel Allowance rates as set by the Centennial Board of Education:

The GSA per diem rate and mileage follow the state rate or actual and reasonable expenses as determined by the administration ( <https://www.gsa.gov/travel/plan-book/per-diem-rates> ).

### Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach, or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

### Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## **Article 8 - STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

Centennial Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Colin Bargaen

Title: Secondary Principal

Address: PO Box 187, 1301 Centennial Ave, Utica, NE 68456

Telephone: (402) 534-2321

E-mail: [colin.bargaen@centennialbroncos.org](mailto:colin.bargaen@centennialbroncos.org)

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Board Policy 3053 – Nondiscrimination

## Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Ken Booth
Title IX	Discrimination or harassment based on sex; gender equity	Colin Bargaen
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Cara Stoll
Homeless student laws	Children who are homeless	Seth Ford
Safe and Drug Free Schools and Communities	Safe and drug free schools	Colin Bargaen

## Section 3 Anti-discrimination & Harassment Policy

### Elimination of Discrimination

The Centennial Public School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination

Purpose: Centennial Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Centennial Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It

can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:

- o Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- o Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- o The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- o Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Centennial Public School. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The District will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstance will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee.

Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.

4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

### **Section 6 Directory Information**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the Principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st of each year..

#### Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

### **Section 7 Disclosure of Staff Qualifications**

Every Student Succeeds Act of 2015 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

### **Section 8 Student Privacy Protection**

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

#### **1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    - 1) that is created by a person or entity other than a district staff member or student;
    - 2) regardless of whether the student answering the questions can be identified; and
    - 3) regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    - 1) Political affiliations or beliefs of the student or the student's parent(s);
    - 2) Mental or psychological problems of the student or the student's family;

- 3) Sexual behavior or attitudes;
  - 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5) Critical appraisals of other individuals with whom respondents have close family relationships;
  - 6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
  - 7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
  - 8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
- ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
  - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
  - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
    - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
    - ii. All survey inspection requests must be in writing to the building Principal and delivered to the building Principal prior to the date on which the survey is scheduled to be administered to the students.
    - iii. The Principal shall respond to survey inspection requests without delay.

## **2. Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
  - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
  - iii. is otherwise authorized by Board policy.

## **3. Collection of Personal Information from Students for Marketing**

- a. The term "personal information" means individually identifiable information including:
  - i. student's and parent(s)' first and last name;
  - ii. home or other physical address;

- iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
- i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

#### **4. Inspection of Instructional Material**

- a. Definition
  - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building Principal in writing.
- d. Building Principals shall respond to inspection requests within a reasonable amount of time.

#### **5. Notification of Rights and Procedures**

- a. The Superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

### **Section 9 Parental Involvement**

#### General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child’s records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school

- experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
  8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

### Title I Parental Involvement

The District has a separate policy established pursuant to the Every Student Succeeds Act of 2015 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring - (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

### **Section 10 Homeless Students**

Every Student Succeeds Act of 2015 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

### **Section 11 Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential. Employees may take advantage of meals offered through the district's food program. Staff may purchase breakfast for \$2.25 and lunch for \$3.75. Staff members must deposit funds in their lunch accounts before purchasing meals and will not be allowed to run a deficit in their lunch accounts.

### **Section 12 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

### **Section 13 Title IX Policy**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### **1. Title IX Coordinator**

- 1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students,

parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

**2. Definitions** - As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity.

Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. Dating violence, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. Domestic violence, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. Stalking, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules,

campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment**

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity. 3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

### **4. Response to Sexual Harassment**

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of

sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. 4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## **5. Grievance Process for Formal Complaints of Sexual Harassment**

### **5.1. General Requirements.**

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in

subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. All District Employees and Board Members. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. Title IX Coordinators, Investigators, Decision Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6; 5.1.4.2.2. The scope of the district’s education program or activity; 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. Range of Possible Sanctions and Remedies. Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. Range of Supportive Measures. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. Respect for Privileged Information. The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## 5.2. Notice of Allegations.

5.2.1. Initial Notice. Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. Supplemental Notice. If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

### 5.3. Dismissal of Formal Complaint.

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. Mandatory Dismissals. The district must dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. Discretionary Dismissals. The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3); 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to

each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

#### 5.7. Determination Regarding Responsibility

5.7.1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. Written Determination. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent,

and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

**6. Superintendent Authorized to Contract** - The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

## **7. Access to Classes and Schools**

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. Contact sports in physical education classes. This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. Ability grouping in physical education classes. This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. Human sexuality classes. Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls. 7.1.4. Choruses. The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. Classes and Extracurricular Activities. The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

**8. Athletics** - It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

**9. Certain Different Treatment on the Basis of Sex Permitted** - Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

**10. Retaliation Prohibited** - Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a

determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. Notification of Policy** - The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

**12. Publication of Policy** - The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

**13. Application Outside the United States** - The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**14. Scope of Policy** - Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## **Section 14      COBRA Notice**

Notice of COBRA Continuation Coverage Rights

**\*\* Continuation Coverage Rights Under COBRA\*\***

You are receiving this notice because you have recently become covered under Centennial Public School health plan (the "Plan"). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Seth Ford, Superintendent, 1301 Centennial Ave., Utica, NE 68456, (402) 534-2291. The Plan Administrator is responsible for administering COBRA continuation coverage.

### COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
  2. Your employment ends for any reason other than your gross misconduct. If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:
    3. Your spouse dies;
    4. Your spouse’s hours of employment are reduced;
    5. Your spouse’s employment ends for any reason other than his or her gross misconduct;
    6. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
    7. You become divorced or legally separated from your spouse. Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:
      8. The parent-employee dies;
      9. The parent-employee’s hours of employment are reduced;
      10. The parent-employee’s employment ends for any reason other than his or her gross misconduct;
      11. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
      12. The parents become divorced or legally separated; or
      13. The child stops being eligible for coverage under the plan as a “dependent child.”
- Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee’s spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

#### Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

#### If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

**Keep Your Plan Informed of Address Changes** In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**RECEIPT OF 2021-22 TEACHER HANDBOOK  
OF CENTENNIAL PUBLIC SCHOOL**

This signed receipt acknowledges receipt of the 2021-22 Teacher Handbook of Centennial Public School. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS  
ADMINISTRATORS, FACULTY AND STAFF AGREEMENT**

In order to make sure that all members of Centennial Public School's community understand and agree to these rules of conduct for use of the email and Internet systems of the school district, the Centennial School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Centennial Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Centennial Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Centennial Public School, any of its employees, or any institution providing network access to Centennial Public School responsible for the performance of the system or the content of any material accessed through it.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

**Return to: Colin Bargaen  
Secondary Principal**

**OR**

**Ken Booth  
Elementary Principal**



**PROPOSAL TO PROVIDE PROFESSIONAL SERVICES**

**TO**

**CENTENNIAL PUBLIC SCHOOL**

**FOR**

**THE FISCAL YEARS ENDING  
AUGUST 31, 2021, 2022 AND 2023**

**AMGL**  
**CPAs & Advisors**



1203 W. SECOND ST.  
GRAND ISLAND, NE 68801  
(308) 381-1810

Contact: Kyle R. Overturf, CPA

**JUNE 10, 2021**





# TABLE OF CONTENTS

TRANSMITTAL LETTER	2
FIRM PROFILE	3
QUALIFICATIONS	4
RESUMES OF ENGAGEMENT TEAM	7
SUMMARY FOR BOARD OF EDUCATION	11
PROPOSED COST OF SERVICE FEE	12
PEER REVIEW	13



JUNE 10, 2021

**CENTENNIAL PUBLIC SCHOOL**

1301 Centennial Avenue  
P.O. Box 187  
Utica, NE 68456

We thank you for the opportunity to present this proposal.

AMGL, P.C., has been providing professional services to school districts for over 30 years. Our firm's basic philosophy is to provide excellent client service based on substantial knowledge of, and specialization in, the services to be provided. We recognize that the most important product is prompt and efficient service of the highest quality.

Our understanding of the work to be done and our timetable are included in our Summary for the Board of Education, which follows.

We can serve Centennial Public School to your complete satisfaction, and all our efforts are directed toward achieving that aim. The highest level of skills and resources available to our firm will be utilized in serving your needs. The engagement team has the background and experience to assist you in accomplishing your goals.

Our knowledge of Nebraska School districts and the special needs of your industry will enable us to provide professional services timely, efficiently, and at a reasonable cost.

If you have any questions, please feel free to contact me at the phone number or address on the cover page.

Sincerely,

**AMGL, P.C.**

**Kyle R. Overturf, CPA**

*Engagement Shareholder*

ml/se/pro

PAGE

2



# FIRM PROFILE

## AMGL, P.C.

A STATE OF NEBRASKA PROFESSIONAL CORPORATION OF CPAs

Local CPA Firm (Formed in 1977)

1203 W. Second Street, Grand Island, Nebraska

Our firm conducts all of its business from this local office and serves more than 2,800 clients in 28 states.

### COMPLIANCE WITH REQUIREMENTS

The firm is in compliance with the registration and permit requirements to engage in the practice of public accounting within Nebraska, as set forth by the State Board of Public Accountancy.

### STAFF SIZE

Total Staff: 32

Professional staff:

Partners	9
Principals, managers and supervisors	5
Seniors and other professional staff	<u>10</u>
Total Professional Staff	21

CPAs: 15

### OUR PROFESSIONALS CAN PROVIDE ASSISTANCE WITH

Accounting Systems	Forecasting and Budgeting
Auditing	Internal Controls
Cash Flow Analysis	Litigation Support Services
Cash Management	Management Consulting
Computer Hardware and Software Evaluations	Operations Management
Cost Controls	QuickBooks Accounting
Employee Benefit Programs	Risk Management
Executive Compensation Studies	Strategic (Long-Range) Planning
Financing and Debt Structuring	

### PEER REVIEW

Our firm's eleventh peer review was completed in 2020 and we received a rating of pass. A copy of that report is included on page 13. This included a review of specific governmental engagements.



# QUALIFICATIONS

## EXPERIENCE

Our firm has been auditing nonprofit organizations for more than thirty (30) years. We are knowledgeable regarding the AICPA Accounting and Auditing Guide for Non-Profit Organizations, Single Audit Act Amendments of 1996; Uniform Guidance for Audits of States, Local Governments, and Non-Profit Organizations; and all other applicable auditing standards. The individuals selected as your engagement team have met all continuing professional education (CPE) requirement.

## REFERENCES

### **Boone Central Public Schools**

**Nicole Hardwick**, *Superintendent*

605 S. 6<sup>th</sup> St.  
Albion, NE 68620  
(402) 395-2134

### **Osceola Public Schools**

**Deb Berry**, *Bookkeeper*

P.O. Box 198  
Osceola, NE 68651  
(402) 747-3121

### **Central City Public Schools**

**Jeff Jensen**, *Superintendent*

1711 15<sup>th</sup> Ave.  
Central City, NE 68826  
(308) 946-3723

The following are school audits that we have completed within the last three years:

### **SCHOOL DISTRICTS IN NEBRASKA**

- ❖ Adams Central Public Schools
- ❖ Axtell Community School
- ❖ Boone Central Schools
- ❖ Central City Public Schools
- ❖ East Butler Public Schools
- ❖ Eustis-Farnam Public School
- ❖ Gibbon Public Schools
- ❖ Grand Island Public Schools\*
- ❖ Grand Island Northwest Public Schools\*
- ❖ Hastings Public Schools
- ❖ Holdrege Public Schools\*
- ❖ Lexington Public Schools
- ❖ Loomis Public Schools
- ❖ Nebraska Unified School District #1\*
- ❖ Ogallala Public Schools\*
- ❖ Osceola Public Schools
- ❖ Osmond Community School
- ❖ Sutherland Community School
- ❖ Wallace Public Schools
- ❖ Wilcox-Hildreth Public School
- ❖ Wood River Rural Schools\*

*\*These audits have been subject to single audit procedures during one or more years of our service.*



## QUALIFICATIONS, CONT.

### **FIRMS NOTIFICATION POLICY**

The firm will notify you of any changes in key personnel assigned to the engagement no later than one week prior to the start of fieldwork.

### **EXPERIENCED PROFESSIONAL PERSONNEL**

In addition to the assigned audit staff, there are eleven other professional in the office who are experience in audits of school districts.

### **SYSTEM OF QUALITY CONTROL**

Our firm has earned the Certificate of Recognition from the American Institute of Certified Public Accountants (AICPA) Private Companies Practice Section for demonstrating that our firm designed and complied with a system of quality control standards established by the AICPA.

The work of all staff is supervised and reviewed under the firm's quality control system to ensure that the audit is adequately performed. Staff are adequately supervised during fieldwork. Both the supervisor and the engagement partner review the audit workpapers. The final engagement report is then reviewed by a manager and a partner who are otherwise not involved in the engagement to ensure quality control.

### **DELIVERY OF SERVICES**

Our continual involvement, careful planning and thorough understanding of your operations, goals, and objectives will be the foundation for the delivery of our services. Our services will be provided timely, efficiently, and at a reasonable cost.

### **CLIENT SERVICE**

The function of the public accounting firm has evolved beyond the traditional role of the auditor and now includes a full range of management, financial, and data-processing services. The strength and diversity of our engagement team demonstrates our commitment to this full-service concept.

We have two certified Government Financial Managers in our firm, which, the CGFM is the only certification broad enough to cover the entire field of government financial skills that a professional needs to succeed in the government financial environment, especially in these challenging times. The CGFM designation combines a specialized focus on government financial management with the broad coverage of various aspects of financial management (accounting, auditing, budgeting, internal controls, etc.) at all levels of government.

### **COMMUNICATION**

Your annual financial audit is not merely a time for an independent third party to audit your financial statements, but a time for knowledgeable outside people to communicate with you in a manner which is beneficial to you and your future operations. We also are an independent resource for helping implement new concepts and systems to improve effectiveness/efficiency.

We are not just "auditors." We offer ideas to the Board Members and professional staff to review and implement as you choose.



# QUALIFICATIONS, CONT.

## **PERSONAL LIABILITY COVERAGE**

We maintain a \$1,000,000 Accountants Professional Liability policy with CPA Mutual Insurance Company of America.

## **INDEPENDENCE**

Our firm is independent of Centennial Public School, as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards and Standards for Audit of Governmental Organizations, Programs, Activities, and Functions* (2011 revision).

## **STAFF TO BE ASSIGNED TO THIS ENGAGEMENT**

We have taken extra care to select an outstanding engagement team with extensive experience. The team will consist of Kyle R. Overturf, CPA, Travis Arnold, CPA; Andrea Toben, CPA; and Justin Paulk, Senior Accountant; and their condensed resumés start on page 7.

## **CONTINUING PROFESSIONAL EDUCATION**

As required by governmental auditing standards, all professional staff have completed or exceeded the minimum hour requirement for continuing professional education in subjects directly related to the government environment, governmental auditing, and Single Audits.

## **RETENTION OF WORKING PAPERS**

All working papers will be retained on-site for at least three years and will be stored off-site for at least four additional years. These workpapers will be available for examination by authorized representatives of Centennial Public School and state and federal audit agencies.



# RESUMÉ

**Kyle R. Overturf, CPA, PFS**

SHAREHOLDER



## PUBLIC ACCOUNTING EXPERIENCE

January 2010 – Present      AMGL, P.C.  
Grand Island, Nebraska

## EDUCATION

University of Nebraska at Kearney      B.S. in Business Administration with emphasis in accounting

## CERTIFICATIONS HELD

Certified Public Accountant (*Nebraska Certificate Number 8482*)  
Personal Financial Specialist (*Certificate Number 33462*)

## PROFESSIONAL MEMBERSHIPS

American Institute of CPAs  
Nebraska Society of CPAs  
Hall County Leadership Tomorrow: Class of 2013  
Greater Grand Island Community Foundation – Board Member

## INDUSTRY EXPERIENCE

- ❖ School Districts
- ❖ Not-for-Profit Organizations
- ❖ Cities and Villages
- ❖ State and Local Governmental Agencies
- ❖ Nursing Homes
- ❖ Keno Operations
- ❖ HUD Audit
- ❖ Single Audits
- ❖ Small Business Bookkeeping and Tax
- ❖ Professional Services

## CONTINUING PROFESSIONAL EDUCATION

- ❖ Governmental & Non-Profit Annual Update
- ❖ Auditing Annual Update
- ❖ Frequent Frauds Found in Governments & Non-Profits
- ❖ Internal Control Essentials for Financial Managers, Accountants & Auditors
- ❖ PPC Federal Tax Update
- ❖ 501 (c)(3) – Stay Exempt for Small and Mid-Size Nonprofits
- ❖ Advanced Auditing of HUD (Assisted Projects)
- ❖ Applying A-133 to Nonprofit & Governmental Organizations
- ❖ Nonprofit Accounting & Financial Reporting
- ❖ Audits of School Districts
- ❖ Disclosure – The Key to Financial Statements
- ❖ Construction Contractors: Tax & Accounting

*Kyle R. Overturf is a shareholder with respect to Centennial Public Schools and follows the appropriate auditing standards.*

PAGE

7



# RESUMÉ

**Travis Arnold, CPA**

*SUPERVISOR*



## **PUBLIC ACCOUNTING EXPERIENCE**

September 2014 – Present    AMGL, P.C.  
Grand Island, Nebraska

## **EDUCATION**

University of Nebraska - Kearney                      Bachelor of Science – Business Administration

University of Nebraska – Lincoln                      Master of Professional Accounting

## **CERTIFICATIONS HELD**

Certified Public Accountant (*Nebraska Certificate Number 9107*)

## **INDUSTRY EXPERIENCE**

- ❖ Not-for-Profit Organizations
- ❖ School Districts
- ❖ Cities and Villages
- ❖ Nursing Homes
- ❖ Manufacturing
- ❖ Agricultural Businesses
- ❖ Retail/Wholesale Trade
- ❖ Various Tax Projects
- ❖ Professional Services
- ❖ State and Local Government Agencies

## **CONTINUING PROFESSIONAL EDUCATION**

- ❖ PPC Federal Tax Update
- ❖ SSARS Update
- ❖ GASB Update – Single Audit
- ❖ Frequent Frauds Found in Governments
- ❖ Not-for-Profit Accounting and Reporting
- ❖ Staff Training for Business Tax Returns

*Travis Arnold is independent with respect to Continual Public Services, defined by the applicable auditing standards*



# RESUMÉ

**Andrea Toben, CPA**

*SUPERVISOR*



## **PUBLIC ACCOUNTING EXPERIENCE**

January 2015 – Present      AMGL, P.C.  
Grand Island, Nebraska

## **EDUCATION**

Wayne State College      Bachelor of Science – Public Accounting

## **CERTIFICATIONS HELD**

Certified Public Accountant (Nebraska Certificate Number 9082)

## **INDUSTRY EXPERIENCE**

- ❖ Not-for-Profit Entities
- ❖ Cities and Villages
- ❖ State and Local Governmental Agencies
- ❖ Nursing Homes
- ❖ School Districts
- ❖ Small Business Bookkeeping and Tax
- ❖ Professional Services
- ❖ Personal Tax

## **CONTINUING PROFESSIONAL EDUCATION**

- ❖ Audits of Nebraska School Districts
- ❖ SSARS Update/SAS Update Workshop
- ❖ GASB Update – Single Audit
- ❖ Audit update/Indepth Look at Internal Controls
- ❖ Deceptive Revenue Recognition
- ❖ Understanding Internal Control Structure
- ❖ Top 50 Business Tax Mistakes
- ❖ Federal Tax Update

*Andrea Toben is independent with respect to the financial reporting services as defined by the applicable auditing standards.*



# RESUMÉ

**Justin Paulk**

SENIOR ACCOUNTANT

## PUBLIC ACCOUNTING EXPERIENCE

2002 – 2010	AMGL, P.C. Grand Island, Nebraska
2010 – 2020	Corporate Accounting Grand Island, Nebraska
August 2020 – Present	AMGL, P.C. Grand Island, Nebraska

## EDUCATION

Hastings College, Nebraska	Bachelor of Arts – Professional Accounting
----------------------------	--------------------------------------------

## INDUSTRY EXPERIENCE

- |                           |                                     |                                    |
|---------------------------|-------------------------------------|------------------------------------|
| ❖ Not-for-Profit Entities | ❖ Personal Tax                      | ❖ Cities and Villages              |
| ❖ Nursing Homes           | ❖ State & Local Government Agencies | ❖ Small Business Bookkeeping & Tax |
| ❖ School Districts        |                                     |                                    |

## CONTINUING PROFESSIONAL EDUCATION

- ❖ GASB Update – Single Audit
- ❖ Audit Update – Risk Assessment
- ❖ Governmental A & A Conference

*Justin Paulk is not a member with AMGL, P.C. of the Centennial Public School, as defined by the applicable statute.*



# SUMMARY FOR THE BOARD OF EDUCATION

## SERVICES TO BE PROVIDED

Based upon your request for a proposal, the services we are prepared to deliver irrevocable for the years ending August 31, 2021, 2022, and 2023, are as follows:

- ❖ Audit the financial statements of all funds of Centennial Public School for the years ending August 31, 2021, 2022, and 2023, inclusive of all programs, in accordance with GASB #34. These audits will be performed in accordance with generally accepted auditing standards and the standards set forth for financial audits of school districts in Government Auditing Standards and the Nebraska Department of Education Rules 1 and 2.
- ❖ Audit the financial statements of the Centennial Public School Education Foundation.
- ❖ Provide an exit interview after completion of each audit.
- ❖ Report in a management letter on internal accounting controls and make comments/suggestions for your approval to implement, as you feel appropriate.
- ❖ Update Centennial Public School to any State-mandated changes in accounting procedures and expectations as they occur.
- ❖ File copies of the audits with the State Auditor's Office and the Nebraska Department of Education by November 5, as required.
- ❖ Assist the District with the Annual Financial Reports filed with the Nebraska Department of Education.

## TIMETABLE

We will meet with your staff prior to August 31 to outline the detailed audit plan and request that certain schedules be prepared. We will complete the audit fieldwork by October 10 of each year. Office review and report preparation will be completed by October 28.



# FEES AND COMPENSATION

## HOURLY RATE BY STAFF CLASSIFICATION

Senior Accountant	\$90/hour
Supervisor	\$110/hour
Shareholder	\$210/hour

## MAXIMUM FEE, INCLUDING OUT-OF-POCKET EXPENSES

Your maximum fee, including direct expenses and any out-of-pocket expenses, for the work as described in this proposal to provide professional services for the years ending August 31, 2021, 2022 and 2023 will be as follows:

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Audit of Financial Statements for the year ending August 31,	\$ 8,500	\$ 8,700	\$ 8,900
Single Audit, if necessary	2,400	2,500	2,600
Education Foundation Audit	<u>2,200</u>	<u>2,300</u>	<u>2,400</u>
Total	<u>\$ 13,100</u>	<u>\$ 13,500</u>	<u>\$ 13,900</u>

## FREQUENCY AND TIME OF BILLING PROCESS

Billings for our services will be rendered approximately every four weeks, and payment is due within 30 days of the invoice date.

## ADDITIONAL SERVICES REQUESTED BY CLIENT

This engagement does not include any services not specifically included in this proposal. Additional services that you may request will be subject to arrangements made at the time requested.

The foregoing proposal fully describes the services we will provide upon acceptance of our engagement.

AMGL, P.C.

Kyle R. Overturf, CPA

6/15/21

Date



## Report on the Firm's System of Quality Control

To the Shareholders of AMGL, PC  
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of AMGL, PC (the firm) in effect for the year ended April 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included audits performed under *Government Auditing Standards* and compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of AMGL, PC in effect for the year ended April 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. AMGL, PC. has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP

A handwritten signature in black ink, consisting of the letters 'BMG' in a stylized, cursive font.

Lincoln, Nebraska  
September 22, 2020



**DANA F. COLE  
& COMPANY<sup>LLP</sup>**  
CERTIFIED PUBLIC ACCOUNTANTS

503 WEST THIRD STREET  
GRAND ISLAND, NEBRASKA 68801  
T: 308.382.3400 F: 308.382.7644

**DANACOLE.COM**

June 28, 2021

Superintendent's Office  
Centennial Public School  
P.O. Box 187  
Utica, NE 68456

To whom it may concern,

We appreciate this opportunity to provide services to Centennial Public School.

The enclosed provides information regarding our Firm, including a brief history, services we provide and our proposal to provide services. We take great pride in our Firm and believe we can provide the type of services you may need.

As you review this information, please do not hesitate to call us at 308.382.3400 if you have any questions or need further clarification.

Thank you for allowing us to prepare the enclosed proposal.

Yours truly,

MITCHELL L. INMAN, JR.  
For the Firm

e-mail: [inman@danacole.com](mailto:inman@danacole.com)

MLI:jlb

Enclosures

## DANA F. COLE & COMPANY, LLP

Dana F. Cole & Company, LLP is one of the oldest and largest local firms of Certified Public Accountants in the state of Nebraska. Since our founding in 1915 by Mr. Dana F. Cole, we have experienced a strong rate of growth over the years due primarily to our continuing active efforts to meet the needs of our clients. Over the past years, the Firm has expanded and currently maintains 26 registered offices in the following states:

Nebraska • Kansas • Michigan • Minnesota • Missouri • Wyoming

Dana F. Cole & Company, LLP, with 95 professional accountants on our staff, successfully completed our thirteenth peer review in 2020. The Certified Public Accountants within our Firm are active members of the American Institute of Certified Public Accountants and the various state societies. Our Firm is a member of AGN International. This association represents 80 countries, has 200 member firms with approximately 9,559 staff members. The association provides a valuable resource for even the most specialized needs.

The mission of Dana F. Cole & Company, LLP is to provide the most comprehensive professional services while adhering to the highest standards of quality. Our foundation is built with a singular focus on the client and our basic knowledge of their world. We seek to maintain a long-term professional relationship with our clients. This allows us to provide services that are consistent, beneficial and appropriate for their current goals and needs as well as their lifetime plans. We plan for continued growth to enable us to increase and expand our ability to provide expertise over a broad range of professional services, while becoming more accessible to present and future clients. We strive to meet our employees' needs so they may progress as a member of our firm and our profession and take pride in our ability to achieve the best results possible for our clients.

## PURPOSES & AIMS

Dana F. Cole & Company, LLP provides a broad range of professional services as well as specializes in several industries and technical areas. These services include tax services, estate and financial planning, accounting and auditing, general accounting, data processing, general business service and advice, management consulting, pension and profit sharing plans, and special projects. While we serve clients in virtually every major industry, some of the industries in which we serve a large number of clients are: agri business, colleges and universities, contractors, farming and ranching, financial institutions, governmental units, health care, manufacturing, non-profit organizations, professional and other services, retail, utilities and wholesale.

With our offices located in various communities and trade areas throughout Nebraska, Kansas, Michigan, Minnesota, Missouri and Wyoming, we serve our clients efficiently and effectively, respond to their needs in a timely manner, provide information that is pertinent to them, and are aware of local matters that affect them. When needed, we utilize other offices within our firm to assist with large clients, complex technical matters, and clients requiring special expertise. As a member of AGN International, we are able to call upon other member firms for national and international assistance and special expertise.

Our firm strives to continually improve the quality of service to our clients. We wish to maintain a long-term relationship with our clients and furnish them with the services they want and need. We continue to develop our industry and technical specialties, inform clients of the many services we provide and regularly review with our clients, their present situation, goals, needs and lifetime plans so that we may assist them in meeting the challenges of today and tomorrow.

While we have the expertise and background of a large professional organization, we operate in a personal environment through our local offices. This enables our firm to be more aware of what is happening in our clients' world.

Our firm remains committed to providing services in the best interest of our clients.

## SERVICES WE PROVIDE

Dana F. Cole & Company, LLP provides a full range of accounting, auditing, tax, data processing and management advisory services to more than 18,000 clients. The following is an overview of these services.

Accounting and auditing services are provided to clients of all sizes and specialties. In our work, we acquire intimate knowledge of a client's financial and administrative operation, and use a constructive approach to recommend, where appropriate, procedures to strengthen the organization and provide comments on accounting and administrative controls in operations. These services include the preparation of annual financial statements for an entity as well as personal financial statements for its owners.

General accounting services that we offer also include general accounting assistance and the preparation of compilation reports for interim and annual periods. Our services include bookkeeping services, financial statements (monthly or quarterly), reconciling bank accounts, accounts receivable, accounts payable, and payroll, including the quarterly returns. We regularly assist clients with accounting problems that may be encountered at any time during the year. These services include preparation of various payrolls, personal property and other compliance reports and assistance with budgeting and cash management.

Tax services include constructive and creative tax planning; preparation of various documents and forms for reporting income for individuals, partnerships, corporations, trusts, pension and profit-sharing plans and estates; representation of clients at administrative proceedings before the various taxing authorities and other tax services as needed.

Estate and financial planning are an important part of services that we offer to our clients. Our Firm is regularly involved in the development of long-range family financial plans. These services include personal financial planning, estate planning including establishment of trusts and gifting programs, as well as pension and profit sharing plans.

Data processing services routinely include the processing of payroll, accounts receivable, accounts payable, general ledgers, and financial statements. We offer services to remote terminals, design and write custom programs, develop and install data processing systems including selection of hardware and software and provide consultation and feasibility studies to meet clients' needs. Our accounting expertise, along with our thirty years of data processing experience, provides a major advantage to clients in need of these services.

Management advisory services are offered to clients on a continuing basis. We believe we are our client's business consultant. We are available to review and make recommendations

regarding accounting systems, cost systems, management information systems, operating controls and employee benefit programs. In addition, we provide an ongoing review of management reports to note items of significance, assist in negotiations with banks, provide guidance and assistance in establishing a business, assist with implementation and review of matters related to a specific profession, such as fee schedules.

We provide electronic newsletters describing in non-technical terms, the latest developments in accounting, financial reporting, taxation, and specific items of importance to the particular profession. In addition, we will conduct seminars on current issues affecting these matters.

## QUALITY CONTROL

Our firm is committed to the maintenance of the highest standards of professionalism and quality control. Accordingly, we support the nine elements of quality control as prescribed and adopted by the American Institute of Certified Public Accountants.

Our firm and each one of our partners and staff who are certified public accountants are members of the American Institute of Certified Public Accountants and various State Societies of Certified Public Accountants. In addition, our firm is a member of AGN International. This organization is an association of certified public accounting firms located throughout the world who are dedicated to the development and maintenance of the highest professional standards. Among the requirements for membership in the association is the development of a comprehensive quality control system. We feel our membership in AGN International and our internal quality control system enable us to offer our clients the highest level of quality in professional services.

Our firm is a registered member of the Private Companies Practice Section, the Center for Audit Quality and the Employee Benefit Plan Audit Quality Center. We successfully completed our thirteenth peer review in 2020. We have also completed the continuing education qualification requirements of the government auditing standards.

## AUDIT APPROACH

Our firm employs a risk assessment approach in the performance of audit engagements. Through this approach, audit programs are designed around the assessed risk that individual financial statement assertions are materially misstated. This assessment of risk then serves as the basis for the design of further audit procedures.

The first step in the process is to perform “risk assessment procedures” (for example, inquiry, observation, or review of documents) to gather information and to further our understanding of your business and environment, including your internal controls. We place a strong emphasis on gaining an understanding of our clients’ activities and controls. We want to ultimately become familiar with your accounting controls, and your organization as a whole, during our planning phase of the audit. We will then focus our audit procedures to areas where we have assessed higher risk, thereby increasing audit efficiency.

Once we have assessed the risk of material misstatement, we will design “further audit procedures” in response to these risks. There are two types of “further audit procedures” that we will use: test of controls and substantive procedures. Often we will perform a combination of these two types of procedures. At the conclusion of our audit, we will evaluate the results of our procedures and reach a conclusion as to whether the financial statements are presented fairly in all material respects. Finally, we will evaluate identified control deficiencies and determine whether these deficiencies, individually or in combination, are significant deficiencies or material weaknesses.

We will plan the audit work to be performed so as to ensure the maximum in effectiveness while maintaining an optimum level of efficiency.

At the conclusion of our engagement, we will meet with management to review the financial statements, management letter and discuss the results of our audit. We will also meet with the Board of Directors as requested, to present the audit.

## UNDERSTANDING OF THE ENGAGEMENT

We understand the engagement to be a financial audit of the records of Centennial Public School for the years ending August 31, 2021, 2022, and 2023.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*.

## PROPOSED FEES

Our maximum fees, based upon our understanding of the engagement, will be as follows:

<u>Year Ended</u>	<u>Audit Fee</u>	<u>Travel/Other Expenses</u>	<u>Total</u>
August 31, 2021	\$9,000	\$300	\$9,300
August 31, 2022	\$9,900	\$300	\$10,200
August 31, 2023	\$10,750	\$300	\$11,050

This fee structure would include an audit of the school foundation, which is a component unit of the School District. Also, should the School District need a Single Audit as required under the Uniform Guidance of the General Accounting Office, we would also charge the School District an additional \$4,000 in any year in which such an audit is required.

This proposal provides for 10 copies of the report. Additional copies will be provided at a nominal fee.

We will be pleased to meet with you at various times throughout the year to discuss tax, accounting and auditing matters affecting Centennial Public School. You should feel free to call us at any time in this regard. Our fee for this service would normally be at no charge for a short discussion or telephone response to questions. However, if the matter developed into the preparation of a report, budget, plan or research, it would be billed at our normal rates for the individuals involved ranging from \$75 to \$210 per hour, or a specific fee to be quoted.

Statements would be rendered monthly for any services provided. Payments of said statements are due within thirty days.

Upon acceptance of our proposal, an engagement letter outlining the terms and our understanding of this engagement would be prepared for approval by the appropriate parties.

## CLIENTELE

We provide the following client references:

Dr. Heather Nebesniak, Superintendent  
Ord Public Schools  
320 North 19th Street  
Ord, NE 68862

Mr. Jeremy Klein, Superintendent  
Logan View Public Schools  
2163 County Road G  
Hooper, NE 68031

Mr. Darrin Max, Superintendent  
Burwell Public Schools  
190 I Street  
Burwell, NE 68823

Mr. John Poppert, Superintendent  
St. Paul Public Schools  
1305 Howard Avenue  
P.O. Box 325  
St. Paul, NE 68873

Mr. Adam Lambert, Superintendent  
Chase Count Schools  
520 East 9th Street  
Imperial, NE 69033-0577

**MITCHELL L. INMAN, JR., CPA**  
503 W. 3<sup>rd</sup> Street  
Grand Island, NE 68801  
308.382.3400

**EDUCATION &  
CERTIFICATION**

Bachelor of Science Degree, Business Administration.  
Midland Lutheran College, May 1992.  
Nebraska licensed CPA.

**EXPERIENCE**

Dana F. Cole & Company, LLP, since 2014. Staff accountant, senior staff accountant, manager, and currently a partner.

Doolittle & Lloyd, CPAs  
2012 - 2014

Grain Place Foods, Inc.  
2009 - 2012

Potts & Levering CPAs  
2009 - 2012

Oelkers & Associates, LLC  
1998 - 2009

Income tax preparation for individuals, corporations, partnerships and not for profit organizations; fieldwork on compilation, review and audit engagements for non-profit entities; audits of governmental units including school districts, colleges, counties and cities and other entities requiring audits under Government Audit Standards.

**PROFESSIONAL  
MEMBERSHIP**

American Institute of Certified Public Accountants  
Nebraska Society of Certified Public Accountants

**PROFESSIONAL  
EDUCATION**

Attends at least 56 hours of professional education classes each year. A minimum of 40 hours each year is directly related to accounting and auditing.

- Accounting and Auditing Update
- SAS Review and Update
- How to Perform the Single Audit
- Compilation and Review Reports
- Professional Ethics for CPA's
- Audit Evidence and Internal Control
- Federal and State Income Tax Institute
- New Repair Regulations Issued by Treasury

**CHARLES A. BENAL, CPA**  
503 W. 3<sup>rd</sup> Street  
Grand Island, NE 68801  
308.382.3400

**EDUCATION &  
CERTIFICATION**

Bachelor of Science Degree, Business Administration.  
University of Nebraska, Kearney, August 2006.  
Nebraska licensed CPA.

**EXPERIENCE**

Dana F. Cole & Company, LLP, since 2014. Currently a staff accountant.

Shonsey & Associates  
2008 - 2014

Income tax preparation for individuals, corporations, partnerships and not for profit organizations; fieldwork and supervision of others on compilation, review and audit engagements for commercial and non-profit entities; audits of governmental units including counties.

**PROFESSIONAL  
MEMBERSHIP**

American Institute of Certified Public Accountants  
Nebraska Society of Certified Public Accountants

**PROFESSIONAL  
EDUCATION**

Attends at least 56 hours of professional education classes each year. A minimum of 40 hours each year is directly related to accounting and auditing.

- Annual Accounting and Auditing Update Regarding Standards, Procedures, Reporting and Documentation
- Annual Compilation and Review Update Regarding Reporting
- Annual Government Accounting and Auditing Update Regarding Standards, Procedures, Reporting and Documentation, Including the Yellow Book Updates
- Annual Non-Profit Accounting and Auditing Updates Regarding Standards, Procedures, Reporting and Documentation
- Audit Requirements of the Single Audit
- Annual Auditing Update for Employee Benefit Plans
- Annual Update on Audit and Reporting Requirements for School Districts
- Risk Assessment Standards Update
- Workshop on Fraud and Internal Control
- FASC Standards Codification
- Annual Update of Student Financial Aid Audits
- Annual Update of Tax Laws and Regulations
- Accounting and Auditing Professional Ethics

**SUSAN TEUTSCHMANN**  
503 W 3<sup>rd</sup> Street  
Grand Island, NE 68801  
308.382.3400

**EDUCATION &  
CERTIFICATION**

Bachelor of Science, Accounting  
University of Wisconsin.

**EXPERIENCE**

Dana F. Cole & Company, LLP, since 2019. Currently a staff accountant.

Hastings College  
2015 - 2019

Bellevue University  
2002 - 2015

Income tax preparation for individuals, corporations, partnerships and not for profit organizations; fieldwork on compilation, review and audit engagements for commercial and non-profit entities; audits of governmental units including school districts, colleges, counties and cities and other entities requiring audits under Government Audit Standards including the Single Audit Act, where applicable.

**PROFESSIONAL  
EDUCATION**

Attends at least 56 hours of professional education classes each year. A minimum of 40 hours each year is directly related to accounting and auditing.

- Annual Accounting and Auditing Update Regarding Standards, Procedures, Reporting and Documentation
- Annual Compilation and Review Update Regarding Reporting
- Annual Government Accounting and Auditing Update Regarding Standards, Procedures, Reporting and Documentation, Including the Yellow Book Updates
- Annual Non-Profit Accounting and Auditing Updates Regarding Standards, Procedures, Reporting and Documentation
- Audit Requirements of the Single Audit
- Annual Auditing Update for Employee Benefit Plans
- Annual Update on Audit and Reporting Requirements for School Districts
- Risk Assessment Standards Update
- Workshop on Fraud and Internal Control
- FASC Standards Codification
- Annual Update of Tax Laws and Regulations
- Accounting and Auditing Professional Ethics

**RYAN HIPKE**  
503 W 3<sup>rd</sup> Street  
Grand Island, NE  
308.382.3400

**EDUCATION &  
CERTIFICATION**

Bachelor of Science, Agribusiness/Economics  
Bachelor of Science, Accounting  
University of Nebraska, Kearney, December 2018.

**EXPERIENCE**

Dana F. Cole & Company, LLP, since 2015. Currently a staff accountant.

Income tax preparation for individuals, corporations, partnerships and not for profit organizations; fieldwork on compilation, review and audit engagements for commercial and non-profit entities; audits of governmental units including school districts, colleges, counties and cities and other entities requiring audits under Government Audit Standards including the Single Audit Act, where applicable.

**PROFESSIONAL  
EDUCATION**

Attends at least 56 hours of professional education classes each year. A minimum of 40 hours each year is directly related to accounting and auditing.

- Annual Accounting and Auditing Update Regarding Standards, Procedures, Reporting and Documentation
- Annual Compilation and Review Update Regarding Reporting
- Annual Government Accounting and Auditing Update Regarding Standards, Procedures, Reporting and Documentation, Including the Yellow Book Updates
- Annual Non-Profit Accounting and Auditing Updates Regarding Standards, Procedures, Reporting and Documentation
- Audit Requirements of the Single Audit
- Annual Auditing Update for Employee Benefit Plans
- Annual Update on Audit and Reporting Requirements for School Districts
- Risk Assessment Standards Update
- Workshop on Fraud and Internal Control
- FASC Standards Codification
- Annual Update of Tax Laws and Regulations
- Accounting and Auditing Professional Ethics

## Report on the Firm's System of Quality Control

January 21, 2021

To the Partners of Dana F. Cole & Company, LLP  
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP (the firm) in effect for the year ended February 29, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP in effect for the year ended February 29, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Dana F. Cole & Company, LLP has received a peer review rating of *pass*.

*Clark, Schaefer, Hackett & Co.*

Certified Public Accountants

# NVCPA

NEVADA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS



Peer Review  
Program

*State and AICPA Peer Review Program administered by the NVCPA for the following states: Idaho, Montana, Nebraska, Nevada, Utah, and Wyoming*

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June 07, 2021

Kent Klute  
Dana F. Cole & Company, LLP  
1248 O Street Ste 500  
LINCOLN, NE 68508

Dear Kent Klute:

It is my pleasure to notify you that on June 02, 2021, the Nevada Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is August 31, 2023. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Kary Arnold", written in a cursive style.

Kary Arnold  
Finance & Peer Review Program Manager  
karnold@nevadacpa.org  
(775) 826-6800

cc: Daniel Wernke, Ryan Bruns

Firm Number: 900010013136

Review Number: 576005



June 14, 2021

Superintendent's Office  
Centennial Public School  
P.O. Box 187  
Utica, NE 68456

Dear Board of Directors and Superintendent:

We appreciate this opportunity to provide services to Centennial Public School, Utica, Nebraska.

The enclosed provides information regarding Julie D. Bauman, CPA, P.C., including a brief history, services we provide and our proposal to provide services. We take great pride in our company and believe we can provide the type of services you may need.

As you review this information, please do not hesitate to call us at the numbers listed below if you have any questions or need further clarification.

Thank you for allowing us to prepare the enclosed proposal.

Yours truly,

Julie D. Bauman  
Owner/CEO  
402-245-4040, ext. 603

e-mail: [julie@juliebaumancpa.com](mailto:julie@juliebaumancpa.com)

Jeffrey G. DeLine  
Accounting and Auditing Team Leader  
402-245-4040, ext. 513

e-mail: [jeff@juliebaumancpa.com](mailto:jeff@juliebaumancpa.com)

Enclosures

# PROPOSAL



## **JULIE D. BAUMAN, CPA, P.C.**

We are a full-service virtual Accounting firm licensed in Nebraska, Kansas, Missouri, and Michigan. We are affordable, experienced, and friendly. We are the solution for your future.

We currently have two Certified Public Accountants on staff and 13 additional staff that work in assisting other client in their accounting and financial needs. All staff are utilized for the work performed at Julie D. Bauman, CPA, P.C., to include bookkeeping, financial statement preparation, compilations, reviews, and audits.

Julie D. Bauman, CPA, P.C. provides a broad range of professional services as well as specializes in several industries and technical areas. These services include tax service, estate and financial planning, accounting and auditing, general accounting, data processing, general business service and advice, management consulting, pension and profit-sharing plans, and special projects.

While we serve clients in virtually every major industry, some of the industries in which we serve a large number of clients are: Agri business, contractors, farming and ranching, governmental units, non-profit organizations, professional and other services, retail, and wholesale.

Our company strives to continually improve the quality of service to our clients. We wish to maintain a long-term relationship with our clients and furnish them with the services they want and need. We continue to develop our industry and technical specialties, inform clients of the many services we provide and regularly review with our clients, their present situation, goals, needs and lifetime plans so that we may assist them in meeting the challenges of today and tomorrow.

### **Government audits – Highest Level of Assurance**

An audit provides the highest level of assurance. An audit is a methodical review and objective examination of the financial statements, including the verification of specific information as determined by the auditor or as established by general practice. At Julie D. Bauman, CPA all audits are performed in accordance with Generally Accepted Auditing

# PROPOSAL

Standards, Government Auditing Standards in regulation followed by Government Accounting Office (GAO) and U.S. Office of Management and Budget (OMB)-Circular A-133, as amended by Uniform Guidance.

Our work includes a review of internal controls, testing of selected transactions, and communication with third parties. Based on our findings, we issue a report on whether the financial statements are fairly stated and free of material misstatements.

An Audit allows you to:

- Satisfy stakeholders such as employees, customers, suppliers, and pressure groups, as well as the investing community, as to the credibility of published information.
- Comply with banking and bonding covenants.
- Help deter and detect material fraud and errors.
- Comply with Nebraska Statutory Requirements and the Administrative Rules of the Nebraska Department of Education.

Here is what you get:

You get the highest level of assurance because we go outside your company to obtain more information. Typically, we will have written communication with:

- Your banks, to confirm cash or debt balances and terms,
- The Department of Education, to confirm the dollar amount and type of revenue received,
- Other departments, to include federal agencies, if necessary.
- Your attorney(s), for information on pending or threatened legal action.

We document and test each operating cycle, including cash receipts, expenses and cash disbursements, and payroll. Our audit papers include a detailed work program to document the examinations and testing performed, as well as the client's supporting work papers.

## AUDIT APPROACH

Our company employs a risk assessment approach in the performance of audit engagements. Through this approach, audit programs are designed around the assessed risk that individual financial statement assertions are materially misstated. This assessment of risk then serves as the basis for the design of further audit procedures.

The first step in the process is to perform "risk assessment procedures" (for example, inquiry, observation, or review of documents) to gather information and to further our understanding of your business and environment, including your internal controls. We place

# PROPOSAL

a strong emphasis on gaining an understanding of our clients' activities and controls. We want to ultimately become familiar with your accounting controls, and your organization as a whole, during our planning phase of the audit. We will then focus our audit procedures to areas where we have assessed higher risk, thereby increasing audit efficiency.

Once we have assessed the risk of material misstatement, we will design "further audit procedures" in response to these risks. There are two types of "further audit procedures" that we will use: test of controls and substantive procedures. Often, we will perform a combination of these two types of procedures. At the conclusion of our audit, we will evaluate the results of our procedures and reach a conclusion as to whether the financial statements are presented fairly in all material respects. Finally, we will evaluate identified control deficiencies and determine whether these deficiencies, individually or in combination, are significant deficiencies or material weaknesses.

We will plan the audit work to be performed so as to ensure the maximum in effectiveness while maintaining an optimum level of efficiency.

At the conclusion of our engagement, we will meet with management to review the financial statements, management letter and discuss the results of our audit. We will also meet with the Board of Education as requested, to present the audit.

## UNDERSTANDING OF THE ENGAGEMENT

We understand the engagement to be an audit of the financial records and preparation of other accounting services for three successive fiscal years. The fiscal years concerned are as follows: September 1, 2020 to August 31, 2021; September 1, 2021 to August 31, 2022; and September 1, 2022 to August 31, 2023. Unless otherwise specified, we are to furnish all equipment and labor and materials necessary for the performance of the work called for in the contract specifications.

## PROPOSED FEES

Our maximum fees, based upon our understanding of the engagement, will be as follows:

<u>FISCAL YEAR ENDING</u>	<u>SCHOOL DISTRICT MAXIMUM FEE</u>	<u>EDUCATION FOUNDATION</u>
August 31, 2021	\$6,100	\$1,000 - \$1,500
August 31, 2022	\$6,400	\$1,200 - \$1,700
August 31, 2023	\$6,950	\$1,450 - \$1,900

The maximum fees include assisting you in the completion of the annual financial report for uploading onto the Nebraska Department of Education's portal. Additionally, if you require a Single Audit under Federal Uniform Guidance, an additional fee of \$5,250, for fiscal year ending August 31, 2021; \$5,500 for fiscal year ending August 31, 2022; and \$5,850 for fiscal year ending August 31, 2023, would apply.

# PROPOSAL

This proposal provides for 10 copies of the report. Additional copies will be provided at a nominal fee. We also will complete all the School District filing requirements with the Nebraska State Auditor's Office and the Nebraska Department of Education.

We will be pleased to meet with you at various times throughout the year to discuss tax, accounting and auditing matters affecting Centennial Public Schools. You should feel free to call us at any time in this regard. Our fee for this service would normally be at no charge for a short discussion or telephone response to questions. However, if the matter developed into the preparation of a report, budget, plan or research, it would be billed at our normal rates for the individuals involved ranging from \$95 to \$210 per hour, or a specific fee to be quoted.

Statements would be rendered monthly for any services provided. Payments of said statements are due within thirty days.

Upon acceptance of our proposal, an engagement letter outlining the terms and our understanding of this engagement would be prepared for approval by the appropriate parties.

## CLIENTELE

We provide the following client references:

David Patton, Superintendent  
Auburn Public Schools  
1713 J Street  
Auburn, Nebraska 68305  
402-274-4830

Dr. Jon Cerny, Superintendent  
Bancroft-Rosalie Public Schools  
708 Main Street  
Bancroft, Nebraska 68004  
402-648-3336

Tim Heckenlively, Superintendent  
Falls City Public Schools  
1415 Morton Street  
Falls City, Nebraska 68355  
402-245-2825

Sherri Edmundson, Superintendent  
HTRS Schools  
810 Central Avenue  
Humboldt, Nebraska 68376  
402-862-2151

Jon Rother, Superintendent  
Johnson County Central Public Schools  
358 N 6<sup>th</sup> Street  
Tecumseh, Nebraska 68450  
402-335-3330

Michael Hart, Superintendent  
District OR1 Public Schools  
425 F Street  
Palmyra, Nebraska 68418  
402-780-5327

Brad Buller, Superintendent  
Syracuse-Dunbar-Avoca Public Schools  
1500 Education Drive  
Syracuse, Nebraska 68446  
402-269-2381



# Centennial Public School

## *Safe Return to School Plan*



**CENTENNIAL  
PUBLIC SCHOOL**

**TABLE OF CONTENTS**

Section I: A Safe Return Plan	3
General Information (Pursuant to the Federal American Rescue Plan)	3
Wearing of Masks	3
Modifying Facilities to Allow for Physical Distancing (e.g., Cohorts or Podding)	3
Cleaning & Maintaining Healthy Facilities (Including Improving Ventilation)	3
Contact Tracing (Isolation & Quarantine)	3
Diagnostic	3
Efforts to Provide Vaccinations to School Communities	4
Accommodations for Children with Disabilities	4
Continuity of Services	4
Closures	4

## ***Section I: A Safe Return Plan***

### **General Information (Pursuant to the Federal American Rescue Plan)**

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021, Public Law. The ARP Act includes nearly \$122 billion for the Elementary and Secondary School Emergency Relief (ESSER III) Fund that allows state and local education agencies (LEAs) to take additional steps for continued safe in-person instruction and to address unfinished teaching and learning to mitigate the COVID-19 pandemic. The ARP Act requires each school district that receives ARP ESSER funds to develop and make publicly available on the school district's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction, and continuity of services for all schools (Safe Return Plan). The ARP Act further requires that the district seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. A school district must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

***Please Note:*** *The district plans to operate in a traditional learning environment during the 2021-2022 school year unless there is a state or federal mandate that requires school districts to implement the protocols listed below or if there is a COVID-19 outbreak (10% or more of the student/staff population testing positive for COVID-19 or 50 individuals total). If a COVID-19 outbreak were to occur, the district would look to implement some or all of the safety protocols listed below for a short timeframe (1 to 10 consecutive days that school is in session).*

### **Wearing of Masks**

Wearing of masks is recommended, but not required. Masks could become required if there is a state or federal mandate that requires school districts to implement Universal & Correct Wearing of Masks, or if there is a COVID outbreak (10% or more of the student/staff population testing positive for COVID-19 or 50 individuals total). If a COVID-19 outbreak were to occur, the district would look to implement some or all of the safety protocols listed below for a short timeframe (1 to 10 consecutive days that school is in session).

### **Modifying Facilities to Allow for Physical Distancing (e.g., Cohorts or Podding)**

All students and staff will need to follow social distancing guidelines at all times during classroom instruction.

### **Cleaning & Maintaining Healthy Facilities (Including Improving Ventilation)**

The following essential actions will be taken to ensure that the facilities are safe for students and staff to inhabit. The district will:

- Change air filters regularly.
- Distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transition between classrooms (Pending availability).
- Post signage about frequent hand washing, cough etiquette, and nose blowing. Signage will be widely posted, disseminated, and encouraged through various methods of communication.
- Follow guidance from the CDC when performing all cleaning related duties.

### **Contact Tracing (Isolation & Quarantine)**

The district will follow the contact tracing (Isolation & Quarantine) guidelines from both the CDC and Public Health Solutions during the 2021-2022 school year.

### **Diagnostic**

Students that are ill are asked to stay at home until they are well. Any student with a fever of 100.4°F or higher (Or if the student is displaying other signs of illness) will need to stay home for up to 24 hours.

**Efforts to Provide Vaccinations to School Communities**

The administration will work with Four Corners to promote local vaccination clinics in our region and allow Four Corners the ability to use our facilities to provide vaccinations to all eligible students and patrons in our community.

**Accommodations for Children with Disabilities**

Students qualifying for extra support through an IEP or through a 504 plan will continue to receive services and support according to their plans throughout the 2021-2022 school year. Accommodations, modifications, and related services will be provided as outlined in a student's plan during in-person learning.

**Continuity of Services**

The district has invested in Chromebooks for all PK-12 students and provided our teachers with remote learning trainings to ensure continuity of instruction will still occur should in-person learning not be possible due to a COVID-19 outbreak. In addition, students will continue to be provided accommodations as stated in their IEP or 504 plans during remote learning. Parent input will be sought to develop a plan for the provision of remote IEP services and student progress will be reviewed by the student's team when in-person learning resumes.

In the event of a COVID-19 outbreak, regular communication, using all available modalities, with students will be required of administrators and teachers to ensure the safety, academic engagement, and wellness of students. If in-person instruction is not possible, breakfast and lunch may be provided to students through a USDA approved system. School counselors and mental health support staff will be available online by appointment for any students or staff in need of assistance.

**Closures**

The Board of Education and Administration would like to personally thank all Centennial staff members, students, and parents for your dedication and efforts during the 2020-2021 school year. Everyone worked tirelessly to ensure that students were being educated in-person during a global pandemic. The district is appreciative of everyone's flexibility and patience. It is possible that there will be some uncertainty regarding what lies ahead this school year concerning the COVID-19 pandemic, but the district's plan is to operate in a more traditional learning environment during the 2021-2022 school year.

## 5057

### **District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 7/10/2017  
Revised on: 7/9/2018  
Reviewed on: \_\_\_\_\_

## 5054 Student Bullying

**Definition of Bullying.** The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if

appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: \_\_\_\_7/10/2017\_\_\_\_\_

Revised on: \_\_\_\_7/9/2018\_\_\_\_\_

Reviewed on: \_\_\_\_7/8/2019\_\_\_\_\_

## **5001 Compulsory Attendance and Excessive Absenteeism**

### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

### **Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

## **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

## **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

## **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters

7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

**Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Adopted on: \_\_7/10/2017\_\_\_\_\_

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

Reviewed on: \_7/8/2019\_\_\_\_\_

## 4031

### Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period.** For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: 4/10/2017

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

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

## **3001 Budget and Property Tax Request**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

### **BUDGET PROCEDURES**

**Proposed Budget.** The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

**Budget Hearing Notice.** Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

**Budget Hearing.** The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a

reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

**Budget Hearing Documents.** The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

**Budget Adoption.** After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

**Certification and Filing.** The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

**Purchase Authorization.** Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

**Monthly Report.** At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

**PROPERTY TAX REQUEST PROCEDURES**

**Property Tax Request Hearing.** The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

**Property Tax Request Hearing Notice.** The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's

valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

**Increase in Total Property Taxes Levied.** If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

**Decrease or No Change in Total Property Taxes Levied.** If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

**Resolution.** The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

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

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

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

## **3001 Budget**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

The board shall present the proposed budget to the public so that patrons may review it and participate in any public hearing(s). The board shall consider and adopt the budget in accordance with Nebraska law.

Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

Adopted on: \_\_1/9/2017\_\_\_\_\_

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

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

13-501 et seq  
79-1023 et. seq



2901 Cuming Street  
Omaha, NE 68131  
(402) 344-4321 phone  
(402) 346-0277 fax  
[www.HilandDairy.com](http://www.HilandDairy.com)

June 28, 2021

Centennial PS  
Attn: Tim Dewaard  
1301 Centennial Ave, PO Box 187  
Utica, NE 68456

Per your request, we are pleased to submit the following bid on dairy products for the 2021-2022 school year.

<u>Unit</u>	<u>Product</u>	<u>Esc/De-Escalator Pricing</u>
½ Pint	Skim White Milk	\$0.2735
½ Pint	1% White Milk	\$0.2735
½ Pint	1% Chocolate Milk	\$0.2790
½ Pint	Skim Strawberry Milk	\$0.2790

This is an escalating/de-escalating bid for all items, see attached clause for monthly cost adjustment factors. Please call or email if you have any questions.

The bid is (choose one)  awarded to Hiland Dairy or  declined and awarded to \_\_\_\_\_

Name and Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ First Delivery Date \_\_\_\_\_

Please complete and scan this bid along with all other bidder's information to: [merwald@hilanddairy.com](mailto:merwald@hilanddairy.com).

Thank you for the opportunity to participate in this bid.

Michael Poulsen  
Lincoln Branch Sales Manager  
Hiland Dairy Foods  
5220 NW 38th  
Lincoln, Ne. 68524  
Office (402)470-2424  
Cell (402)405-2325

**Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **June's 2021** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of the month following the price announcement.

CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE  
DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date:   JUNE 2021  

Hiland Dairy Foods Co., LLC

*Rick Beaman*

Rick Beaman  
General Sales Manager



## GOOD MANUFACTURING PRACTICES

Hiland Dairy Foods Company makes every effort to ensure good quality and the safety of our products to our customers and consumers.

We have, therefore, instituted Code of Good Manufacturing Practices (GMP) Compliance for all employees. Below is an outline of that program.

- I. Definitions: Explains whom and what is covered under the compliance code.
- II. Disease Control: Defines transmittable diseases per Pasteurized Milk Ordinance (PMO). (PMO Section 13).
- III. Employee Grooming/Personal Hygiene Practices: All employees must maintain a high degree of personal cleanliness to prevent product contamination.
- IV. Handling Sanitation: Good sanitation practices must be maintained to assure product integrity.
- V. Ingredient, Process and Product Integrity: Finished products and raw ingredients must be handled and maintained in a manner to prevent exposure to extraneous matter.
- VI. Maintenance Related: Building areas and equipment must be maintained in a sanitary condition.
- VII. Receiving & Shipping: Products must be handled with care to prevent damage and exposure to adverse conditions.
- VIII. Coding: Product codes must be checked to ensure correct code and monitored to ensure proper rotation.
- IX. Quality Control: Quality control technicians monitor and audit the plant operations.
- X. Record Keeping: Proper records of product and ingredients coming into, while in, and leaving our possession, must be monitored and maintained per the time periods defined by regulatory.

Name: Ken Jackson

Title: Quality Assurance Manager

Date: 1/01/2021



## JUICE & MILK PRODUCTS FOOD SAFETY PROGRAMS

Hiland Dairy Foods is making every effort to ensure the safety of our products to our customers and consumers.

We have, therefore, instituted a comprehensive program, our Juice HACCP program & Milk Preventive Control program, in combination with supporting prerequisite programs, to form our Food Safety Systems Pyramid.

- I. Hazard Analysis of Critical Control Points (HACCP) is a food safety system designed to ensure the manufacture of safe food products, and to prove the product was made safely. *HA* (Hazard Analysis) is the where and how part of the HACCP program and *CCP* is the proof that the control of the process and conditions set are being followed.

We have a Food Safety team comprised of employees, from varied disciplines in the plant, and management. The team describes the food (each product type manufactured) and its distribution, identifies the intended use and consumer of the product, and provides on-site verification of flow diagrams for each product type manufactured. (Ex: white milk, chocolate milk, sour cream, etc).

During the developmental stages of the HACCP and Preventive Control program, the team conducted a hazard analysis (determining whether a biological, chemical, or physical threat was posed), identified the critical control point (CCP) in the product flow (pasteurization, time and temperature), showed what prerequisite programs were in place, if it was not a CCP, and established critical limits for each stage. In addition, monitoring procedures (ex: temperature recording devices, charts, etc.), corrective action and verification & validation procedures were established. Any changes made in a product types' flow diagram are reviewed in a timely manner and all systems validated annually.

- II. The attached sheet shows the prerequisite programs and their integration into the complete program (with no inference to their importance by their position on the pyramid).

A more detailed review of our program can be made, on site, with adequate notification and authorization.

Name Ken Jackson Title Quality Assurance Manager Date 1/01/2021



---

Hiland Dairy Company  
2901 Cuming Street  
Omaha, NE 68131  
402-344-4321 / 800-779-4321  
Fax: 402-346-0849

January 1, 2021

To all interested parties:

Hiland Dairy Foods company processes and packages 100% of all four-ounce juice products domestically. We source our juice 100% domestically which meets the Buy American Provision that over 51% of the final processed product consists of agricultural commodities that were grown domestically, with the following exception--orange juice.

Orange juice is sourced domestically whenever possible (in season), but some orange juice supply is sourced internationally when necessary due to insufficient quantities of a satisfactory quality.

Our research reveals that the cost of attaining a product containing at least 51% domestically grown oranges would cause the price to be significantly higher than a non-domestic product.

Scott Barnard

District Sales Manager

*A Splash of Freshness!*

FUEL BID FORM

CVA agrees to furnish gasoline and/or diesel fuel to the Centennial Public School for the 2021 - 22 school year at the prices listed below. It is understood that dealer price adjustments will be shared by the school district as per notice in the specification letter.

SELF SERVICE

Non-leaded per gallon 10 ¢ below pump price

Diesel per gallon 10 ¢ below pump price

Valerie Segno

Signature of Authorized Agent

Central Valley Ag (CVA)

Name of Firm

340 Oak-Shelby NE 68062

Address

7-1-21

Date

Return to: Seth Ford, Superintendent  
Centennial Public School  
1301 Centennial Avenue  
P. O. Box 187  
Utica, NE 68456

email: seth.ford@centennialbroncos.org





**Centennial Public Schools**  
**Seth Ford, Superintendent**  
**History of Bond Sales**

<u>Dated Date</u>	<u>Amount</u>	<u>Title</u>	<u>Purpose</u>	<u>Net Savings</u>
7/22/2021	\$ 4,765,000	Taxable General Obligation Refunding Bonds, Series 2021B	Refinance Series 2017 Bonds	\$ 171,085
2/19/2021	\$ 1,570,000	General Obligation Refunding Bonds, Series 2021A	Refinance Series 2015 Bonds	\$ 47,631
7/27/2017	\$ 5,855,000	General Obligation Refunding Bonds, Series 2017	Refinance Series 2013 Bonds	\$ 183,070
10/13/2015	\$ 3,145,000	General Obligation Refunding Bonds, Series 2015	Refinance Series 2010 Bonds	\$ 128,657
4/1/2015	\$ 1,250,000	Certificates of Participation, Series 2015	Equipment lease purchase	NA
6/18/2013	\$ 6,850,000	General Obligation Bonds, Series 2015	Capital construction	NA
10/13/2010	\$ 4,140,000	General Obligation Refunding Bonds, Series 2010	Refinance Series 2007 Bonds	\$ 293,179
4/7/2009	\$ 715,000	Limited Tax Refunding Bonds, Series 2009	Refinance Series 2003 Bonds	\$ 36,668
6/27/2007	\$ 4,700,000	General Obligation Bonds, Series 2007	Capital construction	NA
<u>10/29/2003</u>	<u>\$ 1,600,000</u>	<u>Limited Tax Building Improvement Bonds, Series 2003</u>	<u>QCPUF improvements</u>	<u>NA</u>
<b>Total Net Savings From Refinancing Actions:</b>				<b><u>\$ 860,290</u></b>