

**RAYMOND CENTRAL PUBLIC SCHOOLS - DISTRICT #55-0161**

BOARD OF EDUCATION REGULAR MEETING, WEDNESDAY, AUGUST 16, 2017 - 7:00  
PM

RAYMOND CENTRAL JR-SR HIGH SCHOOL - MUSTANG ROOM

1800 WEST AGNEW ROAD

RAYMOND, NE 68428-9783

**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Motion to Excuse Board Member's Absence
3. Open Meeting Law
4. Consent Agenda
  - 4.1. Regular Minutes of July 12th, 2017

Board of Education Regular Meeting  
Wednesday, July 12, 2017 7:00 PM Central

Raymond Central Junior Senior High School -  
Swing Classroom #108  
1800 West Agnew Road  
Raymond, NE 68428-9783

Scott Black: Present  
Matt Blanchard: Absent  
Brad Breitreutz: Present  
Harriet Gould: Present  
Lori Springer: Present  
Susan Urbom: Present

Present: 5, Absent: 1.

Also attending were Derrick Joel, Superintendent, Kolin Haecker, Secondary Principal, Shelly Dostal, Valparaiso Elementary Principal and Ann Egr, Ceresco Elementary Principal.

#### 1. Call to Order and Pledge of Allegiance

President Gould called the meeting to order at 7:00 PM and the Pledge of Allegiance was said.

#### 2. Motion to Excuse Board Member's Absence

Motion to approve the absence of Matt Blanchard for personal reasons passed with a motion by Brad Breitreutz and a second by Scott Black. RCV 5-0. Motion carried.

#### 3. Open Meeting Law

President Gould reminded the audience that the Open Meeting Laws are displayed in the back of the room for their review.

#### 4. Consent Agenda

Motion by Urbom, second by Springer to approve the consent agenda as presented, regular meeting minutes of June 14, 2017, July Financial Statement and monthly bills as presented. RCV 5-0. Motion carried.

##### 4.1. Regular Minutes of Wednesday June 14th, 2017.

##### 4.2. Financial Statement/Report

##### 4.3. Monthly Bills

#### 5. Correspondence/Recognition

There was no correspondence or recognition to support.

#### 6. Public Forum

No speakers addressed the Board.

#### 7. Discussion Items

##### 7.1. Administrative Reports

Submitted by Kolin Haecker, Secondary Principal and 7-12 Curriculum Director

Congratulations to Miranda Hornung, a National Champion in Prepared Speech at the SkillsUSA national skills and leadership competition.

All staff will report on August 14 at the high school. Students will be coming for a ½ day on August 16, dismissal time will be at 12:00.

Open house for the 6th grade, 7th grade and any new students will be August 15, from 6:00-7:00 pm.

Administrator days are in Kearney on July 26 - July 28.

6th grade furniture is to arrive approximately August 1.

Submitted by Shelly Dostal, Valparaiso Elementary Principal and K-6 Curriculum Director

Jumpstart Kindergarten Class continues to meet each Monday and Wednesday in Valparaiso and each Tuesday and Thursday in Ceresco. Thank you to Mrs. Kendra Carlson and her assistants for leading this program.

Planning for 2017-2018 - The School Improvement Team has met to review data and make plans for the coming year. The administrators have been working to develop plans for the school year. Custodial crews have been working in the building. Classroom spaces have been assigned and teachers are in the process of moving rooms if needed.

I will be attending Administrator Days in Kearney on July 26, 27, and 28. We are anticipating information about changes to assessment and AQUESTT.

Submitted by Ann Egr, Ceresco Elementary Principal and District Special Education Director

Updates and revisions to the 2017-2018 handbook have been made. The proposed revisions are a separate item for board approval.

Custodial staff is working hard. Summer cleaning will begin in Ceresco mid-July.

Jumpstart to Kindergarten is in full swing. Students meet on Tuesday and Thursday in Ceresco.

I will be attending Administrator Days in Kearney on July 26, 27, 28. NDE will be reviewing the changes made in Rule 51.

Special Education

Final Target Improvement Plan (TIP) will be submitted on July 27.

7.2. Curriculum Report

No additional information.

7.3. Superintendent's Report

Superintendent Joel was able to visit each school site and spend time learning about the construction project. It has been great to meet so many people who care about RC and take pride in what they do.

Thursday, July 6, the administrative team had a full day retreat with four objectives for the meeting: 1. Analyze evidence of success and growth from the 2016-2017 school year, 2. Identify critical next steps for buildings, the administrative team, and district work for the 2017-2018 school year, 3. Identify individual leadership strengths to better understand our administrative team, and 4. Expand Superintendent Joel's knowledge of Raymond Central. SEi came out to provide a quote for 2 replacement cameras, 3 new cameras for the preschool and 6th grade, 9 replacement hard drives. SEi will be completing this work in the next couple of weeks. The total cost is \$7,489.

We will hold the annual staff BBQ on Friday, August 25th in the commons at the Jr/Sr High School. The event will begin at 6:00 pm.

Superintendent Joel has been working with the federal and state government to extend the REAP grant application that was due June 30th. This has been a time consuming process getting the necessary rights to Superintendent Joel to be able to complete the grant. If the application window re-opens, RC may be eligible for \$40,000+.

Superintendent Joel met with our INSPRO insurance representative and preliminary figures show a slight increase in the District's total insurance policy premium. The increase is due to adding the new PK/6th grade classrooms and also the number of worker compensation claims from 2015-2016.

Building administrators are working hard on furniture orders for new classrooms.

Preschool transportation needs to be ironed out. At this point, we need to determine the number of students who will utilize the service. Our current plan is to utilize two white vans, but means we will then need to purchase car seats. The other option is to use the special education bus as it has the necessary harness for student safety.

Below you will see the most up-to-date change order list that was provided to Superintendent Joel by the DLR group. Phil Carlson will be doing the waxing of tile floors after substantial completion has been determined.

Raymond Central Change Order 1

COR-001 Allowance adjustment for soils over excavation. Deduct (\$2,419.00)

COR-002 Add garbage disposal to pre-school room sink. Add \$176.00

COR-003 Delete concrete at playground. To be by Owner. Deduct (\$6,430.00)

COR-004 Remove existing concrete stairs at stadium. Add \$2,940.00

COR-005 Add driveway replacement near pump house. Add \$16,538.00

COR-006 Add chain link fencing around football field. Add \$14,165.00

COR-007 Add safety drawer stop at restroom cabinets. Add \$315.00

COR-008 Add Fire Alarm Changes per SFM direction  
and add Ethernet network additions. Add \$3,126.00

COR-009 Add underground drain pipe at playground downspout. Add \$2,413.00

COR-010 Change BB goals to upgraded model. Add \$890.00

COR-011 Not Used. NA NA

COR-012 Extend EM circuit to main panel. Add \$431.00

COR-013 Power supply for door strikes. Add \$980.00

COR-014 Delete Floor wax by Contract (to be by Owner)

Add site grading/drainage work at north end of parking. NA No cost Change

COR-015 Painting change. Add \$

#### 7.4. Facilities Report

All gym floors have been have been refinished. Superintendent Joel and Phil have established a weekly meeting to establish a schedule for building and grounds projects.

Ceresco Elementary air quality continues to be an issue. The mold has been thoroughly cleaned and an air purification unit has been running in rooms where it was found. Mr. Joel will meet with Air & Fluid, a company who has been running tests on the building to determine what can be done to make the building less humid. Once Superintendent Joel receives a copy of the report, he will share it with board members.

Wednesday June 28th, Mr. Haecker, Mr. Hull, and Superintendent Joel met with DLR and Genesis to determine substantial completion on the project. As the conversation unfolded, substantial completion could not be determined. After an inspection of the project, too much work was left to create a finished punch list. As a result of the meeting, Genesis will have until Friday July, 14th to complete the required work to meet substantial completion.

Since the meeting a considerable amount of work has been completed. All concrete work has been finished (playground and basketball court where cracks were found), dirt has been hauled away for the fence to go in, siding is up, and gutters are being installed.

Schedule for other projects:

Monday July 10th - Fence to enclose football field, carpet install, and rubber padding on the playground.

Tuesday - Friday - Complete locker installation, exterior lighting, and final cleaning.

Genesis informed Superintendent Joel and Mr. Haecker that only one item will not be complete by July 14th. The roof will not be sided over the connecting hallway into the new expansion. This is scheduled for July 15th. Under the definition of substantial completion, this will not interfere with the determination.

#### 7.5. Board Member Reports

Educate Nebraska and Stand For Schools will be speaking on "Education in Nebraska: School choice and the charter school debate" at the Omaha Press Club on Thursday, July 20. RSVP required. Lunch at 11:30 am - \$17.00.

March for Public Education is scheduled for Saturday, July 22 from 11 AM - 1 PM in Lincoln at the Centennial Mall. The March is to promote public education through peaceful demonstration and action.

#### 7.6. Elementary/Secondary Student/Parent Handbook Revisions

Superintendent Joel reported that the 2017-18 Elementary/Secondary/Student/Parent Handbook revisions were included in the Board members packets for their review.

#### 7.7. Review of Technology Plan

Jim Marsh is still waiting to hear from E-Rate on reimbursement for the new wireless system for the Jr/Sr High Schools.

The phones were installed in the new classrooms on Monday, July 10.

### 8. Action Items

#### 8.1. Approval of Budget Workshop Date

Motion by Springer, second by Urbom to approve the date of Wednesday, August 30 at 6:00 PM for a Budget Workshop date to be held in the Swing Classroom #108. RCV 5-0. Motion carried.

#### 8.2. Approval of the 2017-2018 Elementary/Secondary Student/Parent Handbook Revisions.

Motion by Black, second by Breitzkreutz to approve the 2017-18 Elementary/Secondary Student/Parent Handbook Revisions. RCV 5-0. Motion carried.

#### 8.3. Approval of Second Reading of New Policies: Policy 3131 Procurement Plan, 3131A Procurement Code of Conduct, and Policy 4028 Employee Fundraising

Motion by Breitreutz, second by Springer to approve Policies Policy 3131 Procurement Plan, 3131A Procurement Code of Conduct and Policy 4028 Employee Fundraising. RCV 5-0. Motion carried.

8.4. Approval of Second Reading of Policies 2300 Assistant Principalship, 2310 Duties of Assistant Principal, and 2310A Assistant Principal Job Description

Motion by Breitreutz, second by Black to approve Second Reading of Policies 2300 Assistant Principalship, 2310 Duties of Assistant Principal, and 2310A Assistant Principal Job Description. RCV 5-0. Motion carried.

8.5. Approval of Superintendent as Legal Representative for Local, State, and Federal Programs

Motion by Black, second by Urbom to approve the Superintendent as Legal Representative for Local, State, and Federal Programs. RCV 5-0. Motion carried.

8.6. Approval of Next Regular Board of Education Meeting

Motion by Urbom, second by Breitreutz to approve the next regular Board of Education meeting on Wednesday, August 16, 2017. This will also be the first day of school. RCV 5-0. Motion carried.

9. Adjournment

Motion by Springer, second by Black to adjourn the meeting at 8:00 PM. RCV 5-0. Motion carried.

The next regular meeting of the Board of Education will be Wednesday, August 16, 2017 at 7:00 PM in the Swing Classroom #108. An agenda may be reviewed in the Office of the Superintendent prior to the meeting.

## 4.2. Financial Statement/Report

RAYMOND CENTRAL PUBLIC SCHOOL  
FINANCIAL STATEMENT - AUGUST 1, 2017

GENERAL FUND

Cash Balance - July 1, 2017		\$3,126,448.26
July Receipts		\$164,091.23
July Interest Earned		<u>\$1,408.69</u>
	Total July Receipts	\$3,291,948.18
July Disbursements		<u>\$654,311.02</u>
	Cash Balance - August 1, 2017	\$2,637,637.16

LUNCH FUND

Cash Balance - July 1, 2017		\$144,688.57
Deposits		\$0.00
ALA Carte, Milk, Kdg Milk, Snack & Other		\$39.25
Federal Reimbursement		\$0.00
State Reimbursement		\$0.00
Transfer from General Fund		\$0.00
Interest Earned on NOW Account		<u>\$46.94</u>
	Total July Receipts	\$144,774.76
Salaries		\$10,267.27
Other Purchases		<u>\$0.00</u>
	Total July Disbursement	\$10,267.27
	Cash Balance - August 1, 2017	\$134,507.49

SINKING FUND

Cash Balance - July 1, 2017		\$425,323.13
July Receipts		\$3,584.37
July Interest Earned		<u>\$199.68</u>
	Total July Receipts	\$429,107.18
July Disbursements		<u>\$0.00</u>
	Cash Balance - August 1, 2017	\$429,107.18
Certificate of Deposit + Interest		<u>\$529,473.62</u>
	Cash Balance - August 1, 2017	\$958,580.80

BOND FUND

Cash Balance - July 1, 2017		\$198,996.92
July Receipts		\$7,995.98
July Interest Earned		<u>\$112.42</u>
	Total July Receipts	\$207,105.32
July Disbursements		<u>\$0.00</u>
	Cash Balance - August 1, 2017	\$207,105.32

RAYMOND CENTRAL PUBLIC SCHOOL  
FINANCIAL STATEMENT - AUGUST 1, 2017

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DEPRECIATION FUND

Cash Balance - July 1, 2017		\$346,586.16
July Receipts		\$0.00
July Interest Earned		<u>\$146.98</u>
	Total July Receipts	\$346,733.14
July Disbursements		<u>\$2,044.50</u>
	Cash Balance - August 1, 2017	\$344,688.64
Certificate of Deposit + Interest		<u>\$598,989.42</u>
	Cash Balance - August 1, 2017	\$943,678.06

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Cash Balance - July 1, 2017		\$63,232.91
July Receipts		\$623.98
July Interest Earned		<u>\$35.11</u>
	Total July Receipts	\$63,892.00
July Disbursements		<u>\$0.00</u>
	Cash Balance - August 1, 2017	\$63,892.00

HIGH SCHOOL BOND FUND

Cash Balance - July 1, 2017		\$411,807.29
July Receipts		\$37,768.92
July Interest Earned		<u>\$239.45</u>
	Total July Receipts	\$449,815.66
July Disbursements		<u>\$0.00</u>
	Cash Balance - August 1, 2017	\$449,815.66

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Cash Balance - July 1, 2017		\$38,009.78
July Receipts		\$0.00
July Interest Earned		<u>\$4.84</u>
	Total July Receipts	\$38,014.62
July Disbursements		<u>\$0.00</u>
	Cash Balance - August 1, 2017	\$38,014.62
Certificate of Deposit + Interest		<u>\$15,450.83</u>
	Cash Balance - August 1, 2017	\$53,465.45

TAXES - 2016-2017

Taxes Budgeted	\$6,774,800.00
Taxes Received	<u>\$5,488,227.47</u>
Balance	\$1,286,572.53

JULY RECEIPTS & DISBURSEMENTS

JULY 1, 2017 BANK BALANCE 3,126,448.26

SAUNDERS COUNTY TREASURER	
TAXES	22,297.03
MOTOR VEHICLE TAXES	14,646.74
FINES & LICENSES	1,390.30
HOMESTEAD EXEMPT	13,994.03
MERGED DISTRICTS	1.12
TUITION TRANSFER	12.08

LANCASTER COUNTY TREASURER	
TAXES	59,649.62
MOTOR VEHICLE TAXES	17,493.79
MOTOR VEHICLE PRO-RATE	2,304.27
HOMESTEAD EXEMPT	11,467.66

SEWARD COUNTY TREASURER	
TAXES	5,671.36
MOTOR VEHICLE TAXES	1,264.90
FINES & LICENSES	130.74
MOTOR VEHICLE PRO-RATE	52.77

BUTLER COUNTY TREASURER	
MOTOR VEHICLE TAXES	51.16
FINES & LICENSES	10.89
MOTOR VEHICLE PRO-RATE	3.97

EDUCATIONAL SERVICE UNIT NO 2	
TITLE 1 REIMBURSEMENT - JULY	3,355.00

RCPS HOT LUNCH FUND	
JULY PAYROLL	10,267.27

PHIL CARLSON	
SUPPLIES	20.00

OAK CREEK VALLEY BANK	
GENERAL FUND INTEREST - JULY	1,408.69
IMPREST INTEREST - JUNE	6.53

TOTAL JULY RECEIPTS	165,499.92
TOTAL RECEIPTS	3,291,948.18
JULY DISBURSEMENTS	654,311.02

AUGUST 1, 2017 BANK BALANCE 2,637,637.16

WE RECEIVED A TOTAL OF \$5,488,227.47 IN PROPERTY TAXES FOR YEAR TO DATE.

RAYMOND CENTRAL PUBLIC SCHOOLS  
 FINANCIAL REPORT TO THE BOARD OF EDUCATION  
 POOLED CASH - BANK RECONCILIATION  
 July 31, 2017

	7/1/2017 Thru 7/31/2017	7/1/2016 Thru 7/31/2016
Book Balance - Beginning of month	\$ 3,126,448.26	\$ 2,634,319.82
Total Receipts	\$ 165,499.92	\$ 165,327.37
Total Disbursements	\$ (654,311.02)	\$ (581,454.18)
Actual Book Balance - End of Month	<b>\$ 2,637,637.16</b>	<b>\$ 2,218,193.01</b>
Bank Balance - Beginning of month	\$ 3,228,477.81	\$ 2,722,894.34
Deposits	\$ 164,091.23	\$ 164,506.14
Interest	\$ 1,408.69	\$ 821.23
Total Receipts	\$ 3,393,977.73	\$ 2,888,221.71
Total Warrants	\$ (673,480.72)	\$ (575,848.82)
Bank Balance - End of Month	\$ 2,720,497.01	\$ 2,312,372.89
Plus Outstanding Deposits	\$ -	\$ -
Less Outstanding Checks	\$ (82,859.85)	\$ (94,179.88)
Reconciled Bank Balance - End of month	<b>\$ 2,637,637.16</b>	<b>\$ 2,218,193.01</b>

July	Percent of Year Completed		92.00%				
RECEIPTS	2016-2017		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2016-2017	RECEIVED	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2016-2017	2016-2017	2015-2016	2016-2017	2015-2016	2015-2016
Property Taxes	\$6,774,800.00	\$87,618.01	\$5,488,227.47	\$5,160,793.52		81.01%	77.61%
Motor Vehicle Tax	\$398,000.00	\$33,456.59	\$374,836.86	\$325,994.55		94.18%	83.59%
Carline Taxes	\$3,500.00	\$0.00	\$3,586.55	\$4,190.21		102.47%	119.72%
Other Tuition	\$0.00	\$0.00	\$0.00	\$0.00			
Transportation from Individuals	\$0.00	\$0.00	\$0.00	\$0.00			
Interest	\$5,000.00	\$1,415.22	\$10,459.29	\$6,190.28		209.19%	309.51%
Local License Fees	\$1,500.00	\$0.00	\$1,320.00	\$2,310.00		88.00%	154.00%
Other Local Receipts	\$0.00	\$0.00	\$0.00	\$0.00			
Fines & License Fees	\$32,000.00	\$1,531.93	\$38,472.00	\$34,847.38		120.23%	108.90%
ESU Receipts	\$0.00	\$0.00	\$3,194.21	\$390.00			
State Aid	\$146,509.00	\$0.00	\$146,509.00	\$149,537.24		100.00%	90.00%
Special Education	\$300,000.00	\$0.00	\$433,465.00	\$400,555.00		144.49%	143.06%
Special Education Transportation	\$5,000.00	\$0.00	\$17,539.00	\$31,828.25		350.78%	212.19%
Homestead Exemption	\$0.00	\$25,461.69	\$127,308.56	\$103,852.48			
Payments for High Ability Learners	\$6,310.00	\$0.00	\$6,418.00	\$6,310.00		101.71%	103.80%
Pro-Rate Motor Vehicles	\$13,000.00	\$2,361.01	\$15,278.89	\$12,988.15		117.53%	96.21%
State Apportionment	\$100,000.00	\$0.00	\$134,297.77	\$130,645.83		134.30%	130.65%
Relief to Property Tax Payers	\$0.00	\$0.00	\$334,206.24	\$339,560.28			
Contracted Teacher Services	\$26,300.00	\$0.00	\$0.00	\$0.00		0.00%	0.00%
Other State Receipts	\$0.00	\$0.00	\$0.00	\$0.00			
Personal Property Tax Credit	\$0.00	\$0.00	\$12,640.57	\$0.00			
NCLB Grant	\$16,451.00	\$0.00	\$16,451.00	\$0.00		100.00%	0.00%
Other Federal Receipts	\$0.00	\$0.00	\$0.00	\$0.00			
Preschool SPED	\$100,000.00	\$0.00	\$115,688.00	\$0.00		115.69%	0.00%
SPED IDEA Grant	\$0.00	\$0.00	\$0.00	\$103,917.00			
Title I Funds	\$42,000.00	\$3,355.00	\$36,887.00	\$28,234.00		87.83%	67.22%
Universal Service Fund - E Rate	\$0.00	\$0.00	\$8,563.74	\$0.00			
State Fiscal Stabilization Funds	\$0.00	\$0.00	\$0.00	\$0.00			
Carl Perkins	\$500.00	\$0.00	\$0.00	\$0.00			
Insurance Adjustments	\$0.00	\$0.00	\$676.00	\$1,325.00			
Sale of Property	\$100.00	\$0.00	\$25.00	\$2,798.25		25.00%	2798.25%
MIPS-Medicaid in Public Schools	\$0.00	\$0.00	\$11,128.51	\$10,297.57			
Other Non-Revenue Receipts	\$100.00	\$20.00	\$671.83	\$916.64		671.83%	916.64%
Cash Balance Dissolved/Merged Districts	\$0.00	\$1.12	\$1.12	\$0.00			
Balance Non-Resident HS Tuition	\$0.00	\$12.08	\$12.08	\$0.00			
TOTAL	\$7,971,070.00	\$155,232.65	\$7,337,863.69	\$6,857,481.63		92.06%	87.40%
DISBURSEMENTS	2016-2017		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2016-2017	DISBURSED	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2016-2017	2016-2017	2015-2016	2016-2017	2015-2016	2015-2016
Instructional Services	\$3,889,068.00	\$348,065.26	\$3,247,243.75	\$3,039,466.11		83.50%	81.49%
Special Education	\$1,196,404.00	\$73,398.38	\$906,232.29	\$896,182.78		75.75%	81.34%
Guidance	\$172,429.00	\$13,319.57	\$136,371.54	\$134,094.61		79.09%	82.15%
Safety & Security	\$15,291.00	\$0.00	\$15,291.00	\$11,784.36		100.00%	99.99%
Activities	\$348,343.00	\$22,880.10	\$289,847.65	\$271,828.22		83.21%	88.40%
Media, Audio Visual, Technology	\$451,839.00	\$36,817.70	\$386,837.88	\$301,372.09		85.61%	79.67%
General Administration	\$293,613.00	\$25,353.70	\$281,046.81	\$257,548.82		95.72%	91.03%
School Administration	\$454,084.00	\$41,438.59	\$364,768.51	\$367,392.90		80.33%	88.90%
Business	\$364,783.00	\$3,804.50	\$66,041.37	\$59,209.33		18.10%	16.62%
Operation of Plant	\$774,582.00	\$47,521.12	\$474,815.09	\$453,115.78		61.30%	60.59%
Maintenance of Plant	\$352,905.00	\$11,776.42	\$149,647.66	\$145,867.64		42.40%	49.43%
Pupil Transportation	\$534,659.00	\$14,942.70	\$248,602.29	\$315,961.83		46.50%	63.22%
Grants	\$84,852.00	\$4,725.71	\$52,487.80	\$54,375.94		61.86%	62.82%
Transfers	\$100,000.00	\$0.00	\$0.00	\$25,000.00		0.00%	33.33%
TOTAL	\$9,032,852.00	\$644,043.75	\$6,619,233.64	\$6,333,200.41		73.28%	74.95%

**RAYMOND CENTRAL PUBLIC SCHOOLS**  
**July Activity Balances 2017**

<b>NAME</b>	<b>BEGINNING BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
Annual	2,312.13			2,312.13
AP Funds	14,479.90			14,479.90
Athletics	135,082.33	651.97	1,994.74	133,739.56
Autism Grant	76.91			76.91
Band	615.22			615.22
Band Trip	8,185.05			8,185.05
Boys BB	567.76		83.94	483.82
Ceresco Book Fair	285.16			285.16
Ceresco Box Tops	1,275.89			1,275.89
Ceresco Field Trips	308.86			308.86
Ceresco Playground	2,891.75			2,891.75
Ceresco Pop	209.66	4.64		214.30
Cheerleaders	1,005.23	2,319.70	874.02	2,450.91
Choir	14,119.91			14,119.91
Class 2017	91.79			91.79
Class 2018	206.44	26.40		232.84
Class 2019	1,750.44			1,750.44
Class 2020	558.85			558.85
Class 2021	137.00			137.00
Class 2022	60.00			60.00
College Access Grant	(58.85)			(58.85)
Concessions	16,647.69		75.00	16,572.69
Cross Country	433.32			433.32
DI	4,200.67			4,200.67
Drama	2,294.60			2,294.60
Drill Team	1,049.20			1,049.20
Elem Fines	300.56			300.56
Elem PE	167.50			167.50
Elem Pictures	1,096.15			1,096.15
Elem Prof Development	6,000.00			6,000.00
Elem Reading Promotion	649.85			649.85
Elem Student Council	253.73			253.73
Exxon Mobil Grant	1,119.65			1,119.65
FBLA	2,874.59			2,874.59
FFA	(1,044.59)	1,950.00	966.47	(61.06)
Fine Arts	3.83			3.83
Fines	423.77			423.77
Football	1,577.04	280.00	1,365.37	491.67
Future Educators Assn	133.95			133.95
Girls BB	1,301.13		60.00	1,241.13
Golf Activity	1,158.59			1,158.59
HAL	263.45			263.45
Hot Lunch	0.00			0.00
HS Computer	2,248.84			2,248.84
HS Pop	1,625.14	6.80		1,631.94
JH Boys BB	35.21			35.21
JH Football	337.00			337.00
JH Girls BB	161.49			161.49
JH Student Council	203.55			203.55
JH Track	84.98			84.98
JH Volleyball	476.33			476.33
JR Achievement	649.57			649.57
Kindness Acct	18,001.37			18,001.37
Library	2,031.23			2,031.23

NAME	3EGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Mock Trial	380.96			380.96
National Honor Society	70.21		12.60	57.61
Pre-Kindergarten	2,800.42		915.04	1,885.38
PTO	1,677.38		670.60	1,006.78
Rain Garden	607.00			607.00
RC 50th Celebration	5,833.00		3,541.04	2,291.96
RC Concessions	1,793.94	647.70		2,441.64
RC Foundation	2,975.00			2,975.00
RC PACTS	376.16			376.16
Restitution	188.00			188.00
SADD	91.11			91.11
Social Justice	298.87			298.87
Softball	2,752.63	735.00		3,487.63
Spanish Club	422.45			422.45
Speech	4,771.11		450.00	4,321.11
Staff Inservice	1,372.94			1,372.94
Student Council	5,792.12	96.00		5,888.12
Student Pop	1,717.73	84.00		1,801.73
Testing	4,575.23			4,575.23
TFK - Ceresco	1,554.09			1,554.09
TFK - Valparaiso	5,275.14			5,275.14
Tonettes	159.86			159.86
Track	244.63			244.63
Val Assignment Book	0.00			0.00
Val Book Fair	6,867.14			6,867.14
Val Box Tops	3,403.81			3,403.81
Val Field Trips	4,002.81			4,002.81
Val In-Service	1,512.59			1,512.59
Val Movie Night	3,414.15		253.00	3,161.15
Val Office Book Fund	953.25			953.25
Val Pop	1,198.99	19.91		1,218.90
Val Sower Club	182.28			182.28
Val Technology	0.00			0.00
Volleyball	3,541.18		250.00	3,291.18
Weight Room	49.00			49.00
Wrestling	1,677.02			1,677.02
	323,453.02	6,822.12	11,511.82	318,763.32

**RAYMOND CENTRAL PUBLIC SCHOOLS**  
**July Student Fees Balances 2017**

<b>NAME</b>	<b>BEGINNING BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
Activity Pass	250.00			250.00
Ag-Ed Labs	(1,703.42)	320.00		(1,383.42)
Art Class	36.52			36.52
Band Dry Cleaning	44.01			44.01
Band Repair/Rental	1,455.64		480.00	975.64
Choir Dry Cleaning	52.60			52.60
Drama	396.00			396.00
FBLA	16.06			16.06
FFA	(456.16)	750.00		293.84
Foods Class	1,531.72			1,531.72
Mock Trial	450.01			450.01
NFL	15.00			15.00
Skills USA	69.62			69.62
Speech	9.92			9.92
Sports Fees	7,563.30	0.88		7,564.18
Tech Ed	671.01		390.82	280.19
	<b>10,401.83</b>	<b>1,070.88</b>	<b>870.82</b>	<b>10,601.89</b>

### 4.3. Monthly Bills

# Raymond Central Public Schools

Wednesday, July 12, 2017

	Payment Vendor	Invoice Description	Invoice Total
1	Alternative Service & Repair	07 - A Replaced Wiper Blades - 109.60 13 - Oil Change, Lube, Filters, Replaced Internal & External Filters, Changed Purge Valve and Dessicant Filter on the Air Drier and Checked Operation, Replaced Actuator Motor on the Valve Assembly - 1,785.09 17 - A - Oil Change, Filters, Wiper Blades, Lube, Inspection - 489.33 17 - B - Oil Change, Filters, Lube & Inspection - 506.37 11 - Oil Change, Filters, Lube, Inspection, Repaired Right Rear Outer Dual, Repaired Air Line - 641.97	\$3,532.36
2	Brooke L. Cheleen	Therapy Services	\$789.37
3	Butler Public Power District	Electricity - V	\$2,697.03
4	Cicely Pickel	Technology Assistance	\$22.50
5	Colin Electric Motor Service	Replace Exhaust Motor - S	\$101.61
6	Comfortechs	Repaired Gym Locker Unit - S	\$89.00
7	Company Care	Bus Physical - Wiese	\$55.00
8	Educational Service Unit #2	Network Support - S	\$210.65
9	Ernie's Store, Inc.	Building Upkeep Supplies - S	\$90.00
10	Follett School Solutions, Inc.	New Curriculum Textbooks - S	\$1,396.60
11	Halle Heiss	Technology Assistance - S	\$18.00
12	JCD Repair	Repair Ipad Screen - V	\$104.00
13	Liberty Lawn & Landscape	Weed Spray Application -V	\$198.00
14	Makenzi Isaac	Technology Assistance - S	\$22.50
15	Matt Smith	17 - B - Bus Wash	\$10.00
16	Menards Lincoln	Building Upkeep Supplies - C - 21.52, S - 17.17	\$38.69
17	Metal Craft	Technology Supplies - S	\$272.28
18	Midwest Automatic Fire Sprinkler	Inspection & Certify Backflow for Sprinklers - C - 260.00, V - 300.00	\$560.00
19	Mine Nacke	Technology Assistance	\$22.50
20	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Service	\$240.00
21	Sherwin-Williams	Building Upkeep Supplies - S	\$183.70
22	US Bank	Nebraska & US Flag - S	\$161.75
23	Village Of Ceresco	Water - 76.50, Sewer - 74.30, Garbage - 88.00 - C	\$238.80
24	Windstream	Phones - S - 455.82, Supt - 205.62	\$661.44

\$11,715.78

# Raymond Central Public Schools

Wednesday, August 16, 2017

	Payment Vendor	Invoice Description	Invoice Total
1	A 1st Rate Pumping Service In	Cleaned & Pump Out Mud Pit - S	\$265.20
2	ASI	Payflex Administration Costs - May	\$96.00
3	Bishop Business	Printer Cartridge - Supt's Office	\$100.00
4	Brown & Saenger	Office Supplies - C - 171.63, V - 103.08, S - 646.88, Supt - 173.14, Elem Art - 160.67	\$1,255.40
5	BW Plus Mid Nebraska Inn & Suites	Adm Days Lodging	\$987.93
6	Comforttechs	Repaired AC Unit - V	\$520.60
7	Derrick C. Joel	Mileage	\$189.39
8	Donald R. Prentice	Exterminating - C - 50.00, V - 50.00, S - 90.00	\$190.00
9	Educational Service Unit #2	Workshop - 150.00, CPI Training - 646.00	\$796.00
10	Egan Supply Co.	Gym Floor Resurfacing - S	\$4,496.00
11	General Fire And Safety	Fire Alarm Semi-Annual Inspection - C - 130.00, V - 130.00, S - 560.00	\$820.00
12	Green's Furnace & Plumbing Co., Inc.	Heat Pumps Repairs - C	\$2,060.04
13	Greg Wilmes	NCSA Conference Mileage	\$146.59
14	Houchen Bindery	Rebind Books - S	\$497.50
15	Interstate All Battery Center	Building Upkeep Supplies - C	\$63.00
16	JoAnne Owens-Nauslar	Inservice Speaker & Mileage	\$2,024.00
17	Judah Caster Co	Casters - C	\$62.70
18	Julie A. Higgins	Pre-School SPED Services	\$1,696.16
19	Kiner Supply Company	Building Upkeep Supplies - V	\$113.10
20	Leann Wiese	Bus Permit Fee	\$7.50
21	McGraw-Hill School Education Holdings, LLC	New Curriculum Texts	\$41,263.41
22	Menards Lincoln	Building Upkeep Supplies - C - 45.87, S - 472.48, Grounds - 245.38	\$763.73
23	Midland Computer, Inc.	Monitoring Server - Technology	\$142.50
24	Midwest Office Automations	Copier Leases	\$1,228.00
25	Moe Floors, Inc.	Refinish Gym Floor - C	\$840.00
26	MUNROE-MEYER INSTITUTE	Psychological Evaluation - SPED - C	\$909.00
27	Nebraska Association of School Boards	Membership Meeting - 144.00, Open Meetings Law Workshop - 25.00 - Supt	\$169.00
28	Nebraska Council Of	Administrator Days Registrations	\$878.00
29	Nebraska Public Health Environmental Laborato	Water Tests - S	\$549.00
30	Nebraska Sports	Stopwatches - Track	\$102.08
31	Oak Valley Lumber Co	Building Upkeep - C - 104.90, S - 666.45	\$771.35
32	Pearson Education, Inc.	Elementary New Curriculum	\$153.89
33	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Service	\$150.00
34	Pioneer Manufacturing Company	Paint for FB Field - S	\$1,070.00
35	Pitney Bowes(Lease)	Postage Machine Lease - S	\$162.00
36	Pitney Bowes(Postage)	Postage - S	\$500.00
37	Poster Compliance Center	Poster Compliance Plan Renewal - Bookkeeping	\$209.85
38	RCPS AG ED	Reimburse O/A Booth Expenses & Updates for Shop - S	\$1,354.76
39	RCPS Depreciation	Transfer Money Budgeted for Bus Purchase	\$115,000.00
40	RCPS Dist #161	August Payroll	\$514,211.14

41	Rcps Imprest Account	July Reimbursement	\$3,970.96
42	Rodney Alley	Telephone Repairs & Updates - S	\$1,321.00
43	Sherwin-Williams	Paint - Building Upkeep - S	\$244.22
44	SiteOne Landscape Supply, LLC	Ground Supplies - S	\$212.90
45	Stanbury Uniforms, Inc.	Band Uniforms - S	\$37,332.90
46	Supplyworks	Scrubber Repairs - S	\$447.77
47	Tractor Supply Company	Building Upkeep Supplies - S	\$53.95
48	Truck Center Companies	11 - Added Intercom System, Repaired Lights	\$734.27
49	U. S. Bank Equipment Finance	Photo Copiers - Lease	\$2,494.82
50	US Bank	Building Upkeep - Elem - 613.47, Adm Days - 158.42, Shop Updates - 12,829.34, Inservice - 9.99, Supt - 5.50	\$13,616.72
51	Village Of Valparaiso	Water & Sewer Billing - V	\$300.39
52	Wahoo-Waverly-Ashland Newspaper	Publications	\$118.23
53	Walmart	Calculators - Math - S	\$412.58
54	Waste Connections Co	Garbage - V - 66.00, S - 609.00	\$675.00
55	Windstream	Phones - C - 289.79, V - 478.33	\$768.12
			\$759,518.65
	<b>Site &amp; Building Fund</b>		
1	Genesis Contracting Group	HS Addition	\$ 165,695.92
	<b>Depreciation Fund</b>		
1	DLR Group	HS Addition	\$ 2,665.74
2	Ernie's in Ceresco	Refrigerator & Dish Washer - Pre-School	\$ 1,280.00
3	Olsson Associates	HS Addition	\$ 2,044.50
4	School Specialty	Chairs & Desks - 6th Grade	\$ 12,355.88
5	School Specialty	Teacher's Desks - HS Addition	\$ 1,413.39
			\$ 19,759.51
	<b>Hot Lunch Fund</b>		
1	Nebraska Food Distribution Program	Commodities	\$ 4,059.05
2	RCPS Dist #161	August Payroll	\$ 10,267.44
			\$ 14,326.49

RAYMOND CENTRAL PUBLIC SCHOOLS  
July Imprest Checks 2017

WHO	DATE	VENDOR	WHAT	AMOUNT
Propane - C	7/19/2017	Farmers Coop	Propane - C	1,023.00
Supt Expense	7/21/2017	ASCD	Membership	239.00
Technology	7/24/2017	Verizon Wireless	Cellular Phone	34.60
Maintenance	7/24/2017	Verizon Wireless	Cellular Phone	32.93
Ceresco	7/31/2017	OPPD	Electricity - C	3,228.43
F & CS - S	7/21/2017	NCSA	Refund Registration	(487.00)
Supt	7/21/2017	NCSA	Overpayment of Dues	(100.00)
				3,970.96

RAYMOND CENTRAL PUBLIC SCHOOLS  
July Activity Checks 2017

WHO	DATE	VENDOR	WHAT	AMOUNT
FFA	7/1/2017	Quality Inn and Conference Center	COLT Camp	540.00
Athletics	7/1/2017	Pioneer Printing	Receipt Forms	771.28
Speech	7/3/2017	UNL Forensics	Camp Tuition	450.00
PTO	7/5/2017	Educational Service Unit	Unique Learning Subscriptions	670.60
Pre-Kindergarten	7/5/2017	Kendra Carlson	Supplies	84.57
RC 50th Celebration	7/5/2017	James Arthur Vineyards	Event	3,381.19
RC 50th Celebration	7/5/2017	Sofab Sweets	Cupcakes	96.00
Val Movie Night	7/7/2017	ESU Coordinating Council	Movie Site License	253.00
FFA	7/10/2017	Casey Carriker	WLC Expenses	426.47
Pre-Kindergarten	7/11/2017	School Specialty	Kitchen Center & Boom Box	830.47
Athletics	7/11/2017	Zac Brost	Football Scheduling	200.00
Football	7/11/2017	Columbus High School	Entry Fees Team Camp	450.00
Athletics	7/12/2017	Village of Valparaiso	Electricity Ball Field	1,023.46
Cheerleaders	7/12/2017	Eclipse, Inc.	T-shirts & Sweatshirts	405.00
Football	7/19/2017	BSN Sports	Supplies	176.17
RC 50th Celebration	7/19/2017	Deb Brooks	Supplies	63.85
Girls BB	7/19/2017	Super C	Pizza	60.00
Cheerleaders	7/20/2017	Raymono's Pizza Plus	Pizza	23.97
Boys BB	7/20/2017	Raymono's Pizza Plus	Pizza	83.94
Cheerleaders	7/20/2017	Superior Cheer	Back Pack Bags	445.05
Volleyball	7/20/2017	Concordia University	Camp Fees	250.00
Nation Honor Societ	7/21/2017	Delores K. Smith	Cleaning of Stoles	12.60
Concessions	7/21/2017	Leann Wiese	Hot Dog Warmers	75.00
Football	7/24/2017	BSN Sports	Camp Shirts	739.20
				11,511.82

RAYMOND CENTRAL PUBLIC SCHOOLS  
July Student Fees 2017

WHO	DATE	VENDOR	WHAT	AMOUNT
Band Repair/Rental	7/3/2017	cgsmusic	Repairs	480.00
Tech Ed	7/12/2017	RC Ag-Ed Labs	Scrap Metal	320.00
Tech Ed	7/14/2017	Menards	Supplies	70.82
				870.82

5. Correspondence/Recognition

6. Public Forum

7. Discussion Items

7.1. Administrative Reports

### **Activities Director/Assistant Principal Board Meeting Notes 8-16-17**

Fall sports practices are underway, starting on Monday August 7th. New this year, Volleyball and Cross Country are starting at the same time as football and softball, with opening dates the same as football (Aug 24th). Cross Country was able to move a meet to the opening day, while volleyball will add a jamboree game on Aug 21st and their opener will be Aug 29th.

First contest for softball will be Thursday Aug 17th against Wahoo. First meet for cross country will be at East Butler on Aug 24th, and first football game will be Aug 24th at Aquinas.

Preliminary numbers for sports are CC: 15-18, SB: 16, FB: 39, VB: 24. Due to low numbers in softball, some JV games will be shortened or even cancelled depending on # of games in a short time span.

Junior high football will start Thursday Aug 17th, with their first game Sep 7th. Junior high VB will start the week of Aug 21st, with their first game Sep 7th as well.

Gym floors were refinished this summer, with the main gym getting sanded down and repainted as well. Pictures are attached. Final pads for the pillars next to the stage will hopefully be here the first week of school. Special thanks to CSI for their work with the pads, as well as Mr.

Harrington's construction class for installation of the doors and wall pads.

Thanks to Phil for painting the goal posts on the football field.

We are in the process of hiring a baseball coach to represent Raymond Central in the co-op with Malcolm. Lincoln Lutheran will continue to co-op with Wahoo and Neumann.

Schedules have been posted for the 17-18 school year with other events as well. Please visit [www.rcentral.org](http://www.rcentral.org) and go to the "Activities Calendar" for the most current schedules and events.







August 10, 2017

To: Dr. Joel and the Raymond Central Board of Education

From: Ann Egr - Ceresco Principal and District Special Education Director

**Elementary-**

1. Meet and Greet Night is scheduled for Monday, August 14. Kindergarteners and their families will start the evening at 5:30. Grades 1-5 will begin their visit from 6:00-7:00. Students will meet their teachers, bring supplies, and enjoy a treat from PTO.

2. The first day of school begins on August 16. Students will gather on the front walk, raise the flag, recite the Pledge of Allegiance together, and start the new school year!

3. Currently, Ceresco Elementary has 123 students enrolled for the 2017-2018 school year. Last year at this time the enrollment was 108 and the school year ended with 115 students. There are 22 kindergarteners registered. It is exciting to see the enrollment increase!

4. Custodial staff has worked very hard this summer to make our district look fantastic. Thank you for your dedication!

6. PTO - is hosting a pool party at the Aquatic Center in Wahoo from 6-8pm on August 12. They also plan to provide lunch for the elementary staff on August 16. The staff and students appreciate the generosity of the PTO. Raymond Central is very lucky to have such a supportive group!

**Special Education-**

1. Administrator Days was held in Kearney on July 26-28. NDE reviewed changes made in Rule 51: Regulations and Standards for Special Education Programs.

2. The district is currently serving 98 students with 15 of them falling in the B-5 category.

3. Meredith Hoxmeier and I spent an entire day on August 10 receiving new curriculum training. Unique Learning System® is an award-winning, online, standards-based set of interactive tools specifically designed for students with special needs to access the general curriculum. Unique Learning System provides preschool through transition students with rigorous, standards-based materials specifically designed to meet their instructional needs. The Special Education Department would like to extend a HUGE thank-you to the PTO for this generous contribution!!

3. NDE and NASES annual fall conference will be held the end of August. The focus of the meeting will be updates regarding rules, regulations, and IDEA (Individuals with Disabilities Educational Act) grant.

4. Dr. Joel and I will attend a meeting hosted by NDE regarding Medicaid Reimbursements on August 30, 2017.

5. ESU2 Updates: The service unit's new Director of Student Services is Daniel Bombeck. Mr. Bombeck is now the contact person for CASES (National Council of Administrators of Special Education). For the 2017-2018 school year, the following personnel will serve our students and staff: Jodie Sams - Special Education Student Services Supervisor; Heather Walla - Speech Pathologist; and Phillip Scherer - School Psychologist.

We are looking forward to a great year!!

**Board Items from the High School Principal (August)**  
**Kolin Haecker 6-12 Principal & Curriculum Dir.**

1. A new beginning in the history of Raymond Central. We begin another 50 years of education for our students. We bring the 6<sup>th</sup> grade students together for the first time at the high school building now making it the Middle/High school building. The summers go fast every year. Looking forward to the start of a great school year.
2. We will have 6<sup>th</sup>, 7<sup>th</sup> grade and new student open house will be on Tuesday August 15 from 6:00-7:00 pm.
3. We do have plans on August 21, for the eclipse. The 6-8 grade students will be going to the Haymarket Park for fun activities learning about the eclipse. The 9-12 grade students will go outside at the appropriate time to observe the eclipse from the school property. We want to thank Mike Unverferth for providing classes for all the high school students and staff. We would also like to thank Mrs. Trautman for organizing the day for the middle school students. She applied for a grant that supplied the glasses for all the students
4. Shelly and I will be presenting NeSA & ACT data from this past school year at the September board meeting, granted they have lifted the embargo by our next meeting.
5. August 10, the Administrative team were invited to my house for a get to know each other and their families better. It was a great evening with great food.
6. Mr. Luke conducted band camp August 7-11 at the high school.
7. Thanks to the custodians for all their hard work getting the building looking great!
8. We are looking forward to a great school year.

August 10, 2017

To: Dr. Derrick Joel and Raymond Central Board of Education

From: Shelly Dostal, Elementary Principal at Valparaiso, and Curriculum Director for K-5

RE: Principal's Report

1. Meet and Greet Night – We will welcome students and families to school on Monday, August 14. Kindergarteners and their families will start the evening at 5:30pm. Grade 1-5 students and families will visit between 6-7pm. Students will meet their teachers, bring their school supplies, and may make lunch deposits. PTO will provide treats.
2. First Day of School – The school year begins on Aug. 16. We will gather on the front walk, raise the flag, recite the Pledge of Allegiance together, and start our new year of learning! Changes in staff appointments include Mrs. Jamie Enevoldsen from first grade to third grade. With sixth grade moving to the new space, music will have their own space without having to share. Mrs. Lori Maxwell, Mrs. Erin Brewer, Mrs. Jamie Enevoldsen, and Ms. Megan Brown moved classrooms. It's been a busy summer around the building!
3. Enrollment at Valparaiso – Total enrollment K-5 is 173 students as of 8/10/17. We are watching the first grade class size and the fifth grade class size closely with 26 and 28 students respectively.
4. Summer Learning – Staff attended various trainings this summer. English Language Arts (ELA) teachers participated in a day long training for Study Sync (gr 6-8) or Wonders (K-5) in August. We will continue to learn together throughout the year. Many teachers also attended graduate level classes. Our teachers continue to grow and learn and we appreciate their efforts to continue their lifelong learning journey.
5. Opening Workshops – All staff workshops will begin on Monday, Aug. 14. We are excited to begin a new year! Agenda items include Curriculum/Instruction/Assessments, Advanced Ed/School Improvement, Board Policies, Health/Safety Procedures and training, and a guest speaker.
6. District Curriculum and Assessment – We have been informed that data will be made public in late August. Mr. Haecker and I will plan to share data with you at the September Board meeting. All results are embargoed until made public. Districts have seen NeSA Math and Science data, but we are awaiting ELA results as well ACT.
7. Other happenings at Valparaiso:
  - a. The PTO will sponsor an elementary family pool party on Aug. 12 at the Wahoo pool. PTO had the first planning meeting for the year on Aug. 8. Items discussed included the Meet and Greet Night, first day snacks for students, the annual fundraiser, Fall Festival, Multi-Cultural Night, and other event dates for the school year. PTO also plans to provide the elementary staff with lunch on the first day of school. Thank you for a great way to celebrate the first day of school!
  - b. We will have a "safety day" on August 18 to practice all the various emergency procedures that we hope we never have to use. We will hold bus evacuations, a fire drill, a tornado drill, and a lockdown drill.
  - c. The Food Bank Backpack Program will again offer backpacks of food at RC. The RCEF helps with the accounting and a committee including staff, parents, and community members is in charge of oversight. Backpacks filled with food are distributed to families at the end of each week at each elementary school. Families may apply for the program similar to the Free and Reduced Lunch Program and Student Fee Waiver. Funds for the

program are from private donations by organizations and individuals and our fundraising event, the Hustle Fun Run and pancake feed. Mark your calendars for the Hustle on Oct. 28 this year. A big thank you to all the organizations and individuals who have donated their money, time, and energy to make this program successful. A special thank you to Immanuel Lutheran Church for housing the food and all volunteers who pack the bags each week.

## 7.2. Curriculum Report

## 7.3. Superintendent's Report

- 7.3.1. Develop a visible presence within the schools, the school community, and state.
- 7.3.2. Develop a 5 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.
- 7.3.3. Develop a thorough understanding of Nebraska School Finance and the Raymond Central budgeting process.
- 7.3.4. Develop an understanding of existing internal and external district communications and develop strategies to improve transparency and messaging.

## 7.4. Facilities Report

# Air & Fluid Management

217 S. Wilson - P.O. Box 667 - Wilber, NE 68465 - Ph. (402) 821-3266 - Fax 821-3280

## GENERAL INFORMATION

PROJECT: Ceresco Elementary School

LOCATION: Ceresco, Nebraska

ARCHITECT: Ciaccio Dennell Group

MECHANICAL ENGINEER: Farris Engineering

MECHANICAL CONTRACTOR: None

GENERAL CONTRACTOR: None

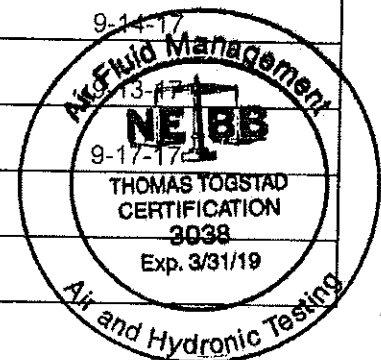
ELECTRICAL CONTRACTOR: None

CONTROL CONTRACTOR: None

BALANCING TECHNICIAN: Terry Togstad, Brian Togstad,  
Anthony Warta, Jesse Brueggemann

**Issues:**  
- HUMIDITY  
- MOLD  
- DAVE BAYNE  
- TOMMY KAM AIR FLUID  
MANAGEMENT.  
DAVE BAYNE CAN HELP W/  
EXISTING UNITS.

APPLICATION	INSTRUMENT SERIAL NO.	CAL. TEST DATE
C.F.M.	Shortridge Flowhood ADM 870	9-14-17
Vel.	Pacer Inst. DA420	1-11-17
Amps/Volts	Fluke Corp. 902	9-8-17
RPMS	Monarch Inst. PLT200	9-22-17
Pressure	Shortridge Flowhood ADM 870	9-14-17
Water Pressure Diff.	Shortridge Mod. 250	9-17-17
Temperature	Testo 0609	9-17-17



DIFFUSER, REGISTER, AND GRILLE MANUFACTURE: Existing

DATE: 6-1-17

PAGE 1 OF 37

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth Inc.

FAN NO.		HP-4	HP-4	HP-4	HP-2
AREA SERVED		Area A, A12	Area A, A11	Area A, A10	Area A, A8
MODEL OR TYPE		F035HLE	F035HLE	F035HLE	D020HLG
CFM	DESIGN	1130	1130	1130	600
	ACTUAL	960	1070	1110	640
FAN SP	DESIGN	.50"	.50"	.50"	.40"
	ACTUAL	-.15"/+.25"/+.40"	-.20"/+.20"/+.40"	-.15"/+.20"/+.35"	-.15"/+.10"/+.25"
FAN RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
BELT SIZE NO. REQUIRED	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
HP.	DESIGN	NA	NA	NA	NA
	ACTUAL	1/3	1/3	1/3	1/5
AMPS	DESIGN	2.4	2.4	2.4	1.7
	ACTUAL	2.0	2.3	2.1	1.4
VOLTS	DESIGN	208-230/1	208-230/1	208-230/1	208-230/1
	ACTUAL	208/1	208/1	208/1	208/1
MOTOR RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
HEATERS		None	None	None	None
SERVICE FACTOR		NA	NA	NA	NA
FAN SHEAVE		DD	DD	DD	DD
MOTOR SHEAVE		DD	DD	DD	DD

**REMARKS:** DD-Direct Drive

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth Inc.

FAN NO.		HP-4	HP-1	HP-4	HP-4
AREA SERVED		Area A, A9	Area A, A2-A6	Area A, A21	Area A, A20
MODEL OR TYPE		F035HLE	D014HLG	F035HLE	F035HLE
CFM	DESIGN	1130	350	1130	1130
	ACTUAL	910	450	1000	1120
FAN SP	DESIGN	.50"	.40"	.50"	.40"
	ACTUAL	-.15"/+.20"/+.35"	-.15"/+.15"/+.35"	-.20"/+.20"/+.40"	-.15"/+.15"/+.30"
FAN RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
BELT SIZE		DD	DD	DD	DD
NO. REQUIRED		DD	DD	DD	DD
HP.	DESIGN	NA	NA	NA	NA
	ACTUAL	1/3	1/10	1/3	1/3
AMPS	DESIGN	2.4	.7	2.4	2.4
	ACTUAL	2.2	.6	2.2	2.3
VOLTS	DESIGN	208-230/1	208-230/1	208-230/1	208-230/1
	ACTUAL	208/1	208/1	208/1	208/1
MOTOR RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
HEATERS		None	None	None	None
SERVICE FACTOR		NA	NA	NA	NA
FAN SHEAVE		DD	DD	DD	DD
MOTOR SHEAVE		DD	DD	DD	DD

**REMARKS:** DD-Direct Drive

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth Inc.

FAN NO.		HP-2	HP-4	HP-5	HP-5
AREA SERVED		Area A, A15	Area A, A19	Area A, A16	Area A, A25-A27
MODEL OR TYPE		D020HLG	F035HLE	F045HLG	F045HLG
CFM	DESIGN	600	1130	1320	1320
	ACTUAL	595	1140	1315	1220
FAN SP	DESIGN	.40"	.50"	.50"	.50"
	ACTUAL	-.10"/+.10"/+.20"	-.15"/+.20"/+.35"	-.20"/+.20"/+.40"	-.20"/+.20"/+.40"
FAN RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
BELT SIZE		DD	DD	DD	DD
NO. REQUIRED		DD	DD	DD	DD
HP.	DESIGN	NA	NA	NA	NA
	ACTUAL	1/5	1/3	1/2	1/2
AMPS	DESIGN	1.7	2.4	3.2	3.2
	ACTUAL	1.5	2.0	3.1	3.0
VOLTS	DESIGN	208-230/1	208-230/1	208-230/1	208-230/1
	ACTUAL	208/1	208/1	208/1	208/1
MOTOR RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
HEATERS		None	None	None	None
SERVICE FACTOR		NA	NA	NA	NA
FAN SHEAVE		DD	DD	DD	DD
MOTOR SHEAVE		DD	DD	DD	DD

**REMARKS:** DD-Direct Drive

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth Inc.

FAN NO.		HP-4	HP-3	HP-5	HP-4
AREA SERVED		Area A, A29, A30	Area A, A28, A29	Area A, A31	Area B, B15
MODEL OR TYPE		F035HLE	D025HLG	F045HLG	F035HLE
CFM	DESIGN	1130	875	1320	1130
	ACTUAL	1090	820	1210	985
FAN SP	DESIGN	.50"	.50"	.50"	.50"
	ACTUAL	-.15"/+.20"/+.35"	-.10"/+.10"/+.20"	-.20"/+.20"/+.40"	-.15"/+.20"/+.35"
FAN RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
BELT SIZE		DD	DD	DD	DD
NO. REQUIRED		DD	DD	DD	DD
HP.	DESIGN	NA	NA	NA	NA
	ACTUAL	1/3	1/3	1/2	1/3
AMPS	DESIGN	2.4	2.4	3.2	2.4
	ACTUAL	2.3	2.1	3.0	2.1
VOLTS	DESIGN	208-230/1	208-230/1	208-230/1	208-230/1
	ACTUAL	208/1	208/1	208/1	208/1
MOTOR RPM'S	DESIGN	DD	DD	DD	DD
	ACTUAL	DD	DD	DD	DD
HEATERS		None	None	None	None
SERVICE FACTOR		NA	NA	NA	NA
FAN SHEAVE		DD	DD	DD	DD
MOTOR SHEAVE		DD	DD	DD	DD

**REMARKS:** DD-Direct Drive

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth Inc.

FAN NO.		HP-3	HP-4	HP-2	HP-7
AREA SERVED		Area B, B8-B14	Area B, B16	Area B, B5-B6,B18	Area B, B20, B22
MODEL OR TYPE		D025HLG	F035HLE	D020HLG	G070HLE
CFM	DESIGN	875	1130	600	2450
	ACTUAL	805	1020	735	2450
FAN SP	DESIGN	.50"	.50"	.40"	.80"
	ACTUAL	-.15"/+.15"/+.30"	-.15"/+.20"/+.35"	-.10"/+.15"/+.25"	-.20"/+.40"/+.60"
FAN RPM'S	DESIGN	DD	DD	DD	NA
	ACTUAL	DD	DD	DD	755
BELT SIZE		DD	DD	DD	A47
NO. REQUIRED		DD	DD	DD	1
HP.	DESIGN	NA	NA	NA	1
	ACTUAL	1/3	1/3	1/5	2
AMPS	DESIGN	2.4	2.4	1.7	6.2 - 6.2 - 3.1
	ACTUAL	2.0	2.2	1.6	2.6 - 2.5 - 2.4
VOLTS	DESIGN	208-230/1	208-230/1	208-230/1	208-230-460/1
	ACTUAL	208/1	208/1	208/1	480/3
MOTOR RPM'S	DESIGN	DD	DD	DD	1725
	ACTUAL	DD	DD	DD	1745
HEATERS		None	None	None	None
SERVICE FACTOR		NA	NA	NA	1.15
FAN SHEAVE		DD	DD	DD	1" x 10"
MOTOR SHEAVE		DD	DD	DD	5/8" x 5 1/2"

**REMARKS:** DD-Direct Drive

TEST DATE: 4-18-17

READINGS BY: TT

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NATIONAL ENVIRONMENTAL BALANCING BUREAU

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth

FAN NO.		HP-7	HP-4	HP-4	HP-3
AREA SERVED		Area B, B22	Area B, B23	Area B, B23-B27	Area B, B2
MODEL OR TYPE		G070HLE	F035HLE	F035HLE	D025HLG
CFM	DESIGN	2450	1130	1130	875
	ACTUAL	2235	1110	1150	800
FAN SP	DESIGN	.80"	.50"	.50"	.50"
	ACTUAL	-.20"/+.45"/+.65"	-.20"/+.20"/+.40"	-.15"/+.20"/+.35"	-.15"/+.20"/+.35"
FAN RPM'S	DESIGN	NA	DD	DD	DD
	ACTUAL	775	DD	DD	DD
BELT SIZE		4L480	DD	DD	DD
NO. REQUIRED		1	DD	DD	DD
HP.	DESIGN	NA	NA	NA	NA
	ACTUAL	2	1/3	1/3	1/3
AMPS	DESIGN	6.2 - 6.2 - 3.1	2.4	2.4	2.4
	ACTUAL	2.9 - 2.9 - 2.8	2.1	2.2	2.0
VOLTS	DESIGN	208-230-460/3	208-230/1	208-230/1	208-230/1
	ACTUAL	480/3	208/1	208/1	208/1
MOTOR RPM'S	DESIGN	1725	DD	DD	DD
	ACTUAL	1745	DD	DD	DD
HEATERS		None	None	None	None
SERVICE FACTOR		1.15	NA	NA	NA
FAN SHEAVE		1" x 10"	DD	DD	DD
MOTOR SHEAVE		5/8" x 5 1/2"	DD	DD	DD

**REMARKS:** DD-Direct Drive

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth

FAN NO.		HP-2	HP-4	HP-6	HP-6
AREA SERVED		Area B, B30-B32	Area B, B33-B38	Area B, B3	Area B, B3
MODEL OR TYPE		D020HLG	F035HLE	VVW-181-2-G	VVW-181-2-G
CFM	DESIGN	600	1130	6400	6400
	ACTUAL	650	995	7025	7015
FAN SP	DESIGN	.40"	.50"	1.0"	1.0"
	ACTUAL	-.10"/+.15"/+.25"	-.20"/+.20"/+.40"	-.10"/+.25"/+.35"	-.15"/+.20"/+.35"
FAN RPM'S	DESIGN	DD	DD	NA	NA
	ACTUAL	DD	DD	1250	1240
BELT SIZE		DD	DD	B57	B57
NO. REQUIRED		DD	DD	2	2
HP.	DESIGN	NA	NA	NA	NA
	ACTUAL	1/5	1/3	7.5	7.5
AMPS	DESIGN	1.7	2.4	9.7	9.7
	ACTUAL	1.5	2.2	8.7 - 8.6 - 8.6	8.4 - 8.3 - 8.3
VOLTS	DESIGN	208-230/1	208-230/1	460/3	460/3
	ACTUAL	208/1	208/1	484/3	484/3
MOTOR RPM'S	DESIGN	DD	DD	1760	1760
	ACTUAL	DD	DD	1780	1780
HEATERS		None	None	None	None
SERVICE FACTOR		NA	NA	1.15	1.15
FAN SHEAVE		DD	DD	1" x 8 3/4"	1" x 8 3/4"
MOTOR SHEAVE		DD	DD	1 5/8" x 6 1/4"	1 5/8" x 6 1/4"

**REMARKS:** DD-Direct Drive

## HEAT PUMP TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Mammoth Inc.

FAN NO.		HP-4		
AREA SERVED		Middle Pump Area C, Mech. C1		
MODEL OR TYPE		F035HLE		
CFM	DESIGN	1130		
	ACTUAL	1115		
FAN SP	DESIGN	.50"		
	ACTUAL	----		
FAN RPM'S	DESIGN	DD		
	ACTUAL	DD		
BELT SIZE		DD		
NO. REQUIRED		DD		
HP.	DESIGN	NA		
	ACTUAL	1/3		
AMPS	DESIGN	2.4		
	ACTUAL	2.2		
VOLTS	DESIGN	208-230/1		
	ACTUAL	210/1		
MOTOR RPM'S	DESIGN	DD		
	ACTUAL	DD		
HEATERS		None		
SERVICE FACTOR		NA		
FAN SHEAVE		DD		
MOTOR SHEAVE		DD		

**REMARKS:** DD-Direct Drive

**DIFFUSER AND GRILL TEST REPORT**

NEBB CERTIFIED

SYSTEM: HP-4, HP-4, HP-4

AREA SERVED: Area A

LOCATION: Ceiling A14. A8

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-4						
1	A12	10" 0	280	250	220	
2	A12	10" 0	280	235	210	
3	A12	10" 0	280	210	220	
4	A12	10" 0	280	195	210	
4A	A13	6" 0	NA	90	100	
HP-4						
5	A11	10" 0	280	250	275	
6	A11	10" 0	280	240	270	
7	A11	10" 0	280	300	265	
8	A11	10" 0	280	335	260	
HP-4						
9	A10	10" 0	280	290	280	
10	A10	10" 0	280	225	270	
11	A10	10" 0	280	295	290	
12	A10	10" 0	280	285	270	

REMARKS:

DIFFUSER AND GRILL TEST REPORT

NEBB CERTIFIED

SYSTEM: HP-2, HP-4, HP-1, HP-4

AREA SERVED: Area A

LOCATION: Ceiling A8, A7

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-2						
13	A8	10" 0	300	330	330	
14	A8	10" 0	300	320	320	
HP-4						
15	A9	10" 0	280	250	230	
16	A9	10" 0	280	235	230	
17	A9	10" 0	280	225	225	
18	A9	10" 0	280	215	225	
HP-1						
19	A3	8" x 4"	100	160	130	
20	A2	6" 0	115	90	140	
21	A4	8" x 4"	100	165	135	
22	A6	8" x 4"	35	100	45	
HP-4						
23	A21	10" 0	280	240	245	
24	A21	10" 0	280	240	255	
25	A21	10" 0	280	270	245	
26	A21	10" 0	280	230	255	

REMARKS:

**DIFFUSER AND GRILL TEST REPORT**

NEBB CERTIFIED

SYSTEM: HP-4, HP-2, HP-4, HP-5

AREA SERVED: Area A

LOCATION: Ceiling A15

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-4						
27	A20	10" 0	280	315	225	
28	A20	10" 0	280	305	230	
29	A20	10" 0	280	100	225	
30	A20	10" 0	280	265	225	
HP-2						
31	A15	10" 0	300	330	300	
32	A15	10" 0	300	270	295	
HP-4						
33	A19	10" 0	280	290	295	
34	A19	10" 0	280	280	285	
35	A19	10" 0	280	310	285	
36	A19	10" 0	280	260	275	
HP-5						
37	A16	10" 0	330	310	325	
38	A16	10" 0	330	350	330	
39	A16	10" 0	330	345	330	
40	A16	10" 0	330	320	330	

REMARKS:

DIFFUSER AND GRILL TEST REPORT

NEBB CERTIFIED

SYSTEM: HP-5, HP-4, HP-3

AREA SERVED: Area A

LOCATION: Ceiling A15, A14, A8

TOTAL CFM: ----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-5						
41	A27	8" 0	160	110	150	
42	A26	10" 0	300	270	280	
43	A26	10" 0	300	270	275	
44	A26	10" 0	300	275	280	
45	A25	10" 0	260	325	240	
HP-4						
46	A29	8" 0	205	220	200	
47	A29	8" 0	205	190	195	
48	A29	8" 0	205	205	200	
49	A30	6" 0	110	85	100	
50	A29	8" 0	205	215	200	
51	A29	8" 0	205	190	195	
HP-3						
52	A29	8" 0	195	190	190	
53	A28	6" 0	100	120	90	
54	A29	8" 0	195	165	180	
55	A29	8" 0	195	155	180	
56	A29	8" 0	195	200	180	

REMARKS:

DIFFUSER AND GRILL TEST REPORT

SYSTEM: HP-5, HP-4, HP-3

NEBB CERTIFIED

AREA SERVED: Area A & B

LOCATION: Ceiling A14, Mech. C1, Ceiling B8

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-5						
57	A31	10" 0	330	275	300	
58	A31	10" 0	330	290	300	
59	A31	10" 0	330	295	310	
60	A31	10" 0	330	360	300	
HP-4						
61	B15	10" 0	280	235	245	
62	B15	10" 0	280	245	250	
63	B15	10" 0	280	265	245	
64	B15	10" 0	280	240	245	
HP-3						
65	B12	8" 0	180	145	165	
66	B12	8" 0	180	170	165	
67	B14	8" 0	200	125	180	
68	B10	6" x 6"	50	75	50	
69	B9	12" x 6"	185	285	170	
70	B8	8" x 4"	80	210	75	
Return						
R1	B8	6" x 6"	80	85	85	

REMARKS:

**DIFFUSER AND GRILL TEST REPORT**

NEBB CERTIFIED

SYSTEM: HP-4, HP-2

AREA SERVED: Area B

LOCATION: Mech. C1, Ceiling B18

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-4						
71	B16	10" 0	280	245	255	
72	B16	10" 0	280	280	255	
73	B16	10" 0	280	245	255	
74	B16	10" 0	280	245	255	
HP-2						
75	B6	12" x 6"	185	270	225	
76	B5	8" x 4"	90	170	110	Duct not connected, duct taped around it to balance
77	B18	8" x 4"	120	105	150	<i>FOLLOW UP ON LITIGATION - ADD VOLUME DAMPER</i>
78	B7	8" x 4"	50	120	60	
79	B21	8" x 4"	65	95	80	No volume damper, used face damper to balance.
80	B20	8" x 4"	90	185	110	Duct not connected, duct taped around it to balance
Return						
R2	B5	6" x 6"	90	80	90	
R3	B21	6" x 6"	65	85	65	
R4	B18	6" x 6"	120	110	115	

REMARKS:



**DIFFUSER AND GRILL TEST REPORT**

NEBB CERTIFIED

SYSTEM: HP-7, HP-4, HP-4

AREA SERVED: Area B

LOCATION: Ceiling B22, B23

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-7						
87	B22	12" 0	490	720	445	
88	B22	12" 0	490	755	450	
89	B22	12" 0	490	390	445	
90	B22	12" 0	490	675	445	
91	B22	12" 0	490	820	450	
HP-4						
92	B23	10" 0	280	300	300	
93	B23	10" 0	280	310	310	
94	B23	10" 0	280	225	225	
95	B23	10" 0	280	275	275	
HP-4						
96	B23	10" 0	280	275	280	
97	B23	8" 0	180	290	290	
98	B27	8" x 4"	90	70	90	
99	B24	8" x 4"	40	85	40	
100	B25	8" x 4"	90	135	90	
101	B23	10" 0	280	175	180	
102	B23	8" 0	180	180	180	

REMARKS: #101 is reduced in size in ceiling to fit under duct. Left #96 & #97 at 280 since it is outside wall and #101 will not make 280 CFM.

**DIFFUSER AND GRILL TEST REPORT**

NEBB CERTIFIED

SYSTEM: HP-3, HP-2, HP-4

AREA SERVED: Area B

LOCATION: Ceiling B2, B34

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-3						
103	B2	10" 0	290	265	270	
104	B2	10" 0	290	245	265	
105	B2	10" 0	290	275	265	
HP-2						
106	B30	8" 0	150	195	165	
107	B31	10" 0	380	420	410	
108	B32	8" x 4"	70	120	75	
HP-4						
109	B38	8" 0	200	170	155	
110	B38	8" 0	200	185	155	
111	B37	10" 0	330	270	280	
112	B35	8" x 4"	50	105	85	Damper 100% closed
113	B36	8" x 4"	50	155	85	Damper 100% closed.
114	B33	10" 0	300	170	235	

REMARKS:

**DIFFUSER AND GRILL TEST REPORT**

**NEBB CERTIFIED**

SYSTEM: HP-6, HP-6

AREA SERVED: Area C

LOCATION: Mech. C1

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
HP-6 South						
115	B3	26" x 10"	800	520	520	
116	B3	26" x 10"	800	520	520	
117	B3	26" x 10"	800	520	520	
118	B3	26" x 10"	800	520	520	
119	B3	26" x 10"	800	520	520	
120	B3	26" x 10"	800	520	520	
121	B3	26" x 10"	800	520	520	
122	B3	26" x 10"	800	520	520	
HP-6 North						
123	B3	26" x 10"	800	601	601	
124	B3	26" x 10"	800	601	601	
125	B3	26" x 10"	800	601	601	
126	B3	26" x 10"	800	601	601	
127	B3	26" x 10"	800	601	601	
128	B3	26" x 10"	800	601	601	
129	B3	26" x 10"	800	601	601	
130	B3	26" x 10"	800	601	601	

REMARKS: CFM averaged from traverse total.

# ROUND DUCT TRAVERSE REPORT

NEBB Certified

PROJECT: Ceresco Elem. School  
 LOCATION/ZONE: Mech. C1  
 ALTITUDE: -----

DENSITY: -----

SYSTEM/UNIT: HP-6 South  
 SERVICE: Area C  
 CORR.FACTOR: -----

DUCT	REQUIRED	ACTUAL
S.P.: +.05" Air Temp ----- F (C)		
Size: 28" 0 Area: 4.28	FPM: 1495	FPM: 1641
	SCFM: ----- CFM: 6400	SCFM: ----- CFM: 7025

					927									
					1169									
					930									
					827									
					1002									
852	562	447	534	524		1154	1194	1265	1301	1390				
					710									
					1245									
					1183									
					1128									
					1114									

Vert. Subtotal: 10236

Horiz. Subtotal: 9223

Total: 19459

No. of Points: 20

Average: 972

	<u>P.1</u>	<u>P.2</u>	<u>P.3</u>	<u>P.4</u>	<u>P.5</u>
6	0.204	0.354	0.456		
8	0.177	0.306	0.395	0.468	
10	0.158	0.274	0.354	0.418	0.474

REMARKS:

TEST DATE: 4-13-17

READINGS BY: TT, BT

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# ROUND DUCT TRAVERSE REPORT

NEBB Certified

PROJECT: Ceresco Elem. School  
 LOCATION/ZONE: Mech. C1  
 ALTITUDE: -----

DENSITY: -----

SYSTEM/UNIT: HP-6 North  
 SERVICE: Area C  
 CORR.FACTOR: -----

DUCT	REQUIRED	ACTUAL
S.P.: +.05" Air Temp ----- F (C)		
Size: 28" 0 Area: 4.28	FPM: 1495	FPM: 1639
	SCFM: ----- CFM: 6400	SCFM: ----- CFM: 7015

											1778											
											1622											
											1519											
											1379											
											1395											
856	1095	1024	1188	1131		1129	1023	1206	1082	1497												
											1244	Vert. Subtotal: 11257										
											851	Horiz. Subtotal: 11231										
											805	Total: 22488										
											664	No. of Points: 20										
											0	Average: 1124										

	<u>P.1</u>	<u>P.2</u>	<u>P.3</u>	<u>P.4</u>	<u>P.5</u>
6	0.204	0.354	0.456		
8	0.177	0.306	0.395	0.468	
10	0.158	0.274	0.354	0.418	0.474

REMARKS:

TEST DATE: 4-13-17

READINGS BY: TT, BT

PAGE 21

(\*) - DAVIS DESIGN

- SES: SPECIALIZED ENGINEER SOLUTIONS  
#2 - ENGINEERING TECHNOLOGY INC.

- HAD BUILDING BALANCE  
- WHAT CAN WE DO TO IMPROVE?

ENERGY RECOVERY UNIT TEST REPORT

PROJECT: Ceresco Elementary School

NEBB CERTIFIED

MANUFACTURE: Greenheck

NEBB LABOR MOTOR

FAN NO.		ERU-1 Supply	ERU-1 Exhaust		
AREA SERVED		Area A, B, C	Area A, B		
MODEL OR TYPE		ERV-522H-A-ES	ERV-522-A-ES		
CFM	DESIGN	7315	6175		
	ACTUAL	*5735	*4810		
FAN SP	DESIGN	1.0"	1.0"		
	ACTUAL	-.50"/+.60"/+1.10"	-.45"/+.65"/+1.10"		
FAN RPM'S	DESIGN	NA	NA		
	ACTUAL	1000	735		
BELT NO. REQUIRED	SIZE	AX80	A80		
		2	2		
HP.	DESIGN	7 1/2	5		
	ACTUAL	7.5	5		
AMPS	DESIGN	21.4 - 19.6 - 9.8	13.6 - 12.4 - 6.2		
	ACTUAL	9.8 - 9.8 - 9.7	5.0 - 4.8 - 4.8		
VOLTS	DESIGN	208-230-1460/3	208-230-460/3		
	ACTUAL	484/3	484/3		
MOTOR RPM'S	DESIGN	1760	1745		
	ACTUAL	1770	1755		
HEATERS		Adj. 11	Adj. 7.5		
SERVICE FACTOR		1.15	1.15		
FAN SHEAVE		1 1/2" x 10 1/4"	1 1/2" x 9 1/4"		
MOTOR SHEAVE		1 3/8" x 6 1/2"	1 1/8" x 5 5/8"		

REMARKS: Supply is at maximum amps.  
Left exhaust low so building would not be in negative  
\*Traverse total

- BASED IN MOST SUPPLY THAN OUTSIDE AIR.  
- THE BUILDING HAD NEVER BEEN BALANCED  
- DAMPERS AND CURTAINS W/ INSULATION

TEST DATE: 4-18-17

READINGS BY: TT  
NATIONAL ENVIRONMENTAL BALANCING BUREAU

# RECTANGULAR DUCT TRAVERSE REPORT

NEBB Certified

PROJECT: Ceresco School  
 LOCATION/ZONE: Mech. Rm.  
 ALTITUDE: -----

DENSITY: -----

SYSTEM/UNIT: ERU-1  
 SERVICE: Supply  
 CORR. FACTOR: -----

DUCT	REQUIRED	ACTUAL
S.P.: +.60"    Air Temp: -----F (C)		
Size: 20" x 30"    Area: 4.17	FPM: NA                      SCFM: ----- CFM: NA	FPM: 1168    SCFM: ----- CFM: 4870

Distance From Bottom	Position	1	2	3	4	5	6	7	8	9	10	11	12	13
	1	1103	1250	1607	1621	815								
	2	803	1810	1557	924	912								
	3	478	1213	941	1543	945								
	4													
	5													
	6													
	7													
	8													
	9													
	10													
	11													
	12													
	13													
DISTANCE FROM DUCT EDGE														
VELOCITY														
SUB-TOTALS														
REMARKS:														

# RECTANGULAR DUCT TRAVERSE REPORT

NEBB Certified

PROJECT: Ceresco School  
 LOCATION/ZONE: Mech. Rm.  
 ALTITUDE: -----

DENSITY: -----

SYSTEM/UNIT: ERU-1  
 SERVICE: Supply  
 CORR. FACTOR: -----

DUCT	REQUIRED	ACTUAL
S.P.: +.30"    Air Temp: -----F (C)		
Size: 16" x 24"    Area: 2.67	FPM: NA                      SCFM: ----- CFM: NA	FPM: 324                      SCFM: ----- CFM: 865

Distance From Bottom	Position	1	2	3	4	5	6	7	8	9	10	11	12	13
	1	343	310	259	273									
	2	370	334	320	319									
	3	387	331	373	263									
	4													
	5													
	6													
	7													
	8													
	9													
	10													
	11													
	12													
	13													
DISTANCE FROM DUCT EDGE														
VELOCITY														
SUB-TOTALS														

REMARKS:

**RECTANGULAR DUCT TRAVERSE REPORT**

NEBB Certified

PROJECT: Ceresco School  
 LOCATION/ZONE: Mech. Rm.  
 ALTITUDE: -----

DENSITY: -----

SYSTEM/UNIT: ERU-1  
 SERVICE: Exhaust  
 CORR. FACTOR: -----

DUCT		REQUIRED			ACTUAL	
S.P.: -.45"	Air Temp: -----F (C)			SCFM: -----		SCFM: -----
Size: 30" x 20"	Area: 4.17	FPM: NA		CFM: NA	FPM: 364	CFM: 1518

Distance From Bottom	Position	1	2	3	4	5	6	7	8	9	10	11	12	13
	1	492	440	433	381	378								
	2	475	401	265	289	270								
	3	477	332	306	326	195								
	4													
	5													
	6													
	7													
	8													
	9													
	10													
	11													
	12													
	13													
DISTANCE FROM DUCT EDGE														
VELOCITY														
SUB-TOTALS														

REMARKS:

**RECTANGULAR DUCT TRAVERSE REPORT**

NEBB Certified

PROJECT: Ceresco School  
 LOCATION/ZONE: Mech. Rm.  
 ALTITUDE: -----

DENSITY: -----

SYSTEM/UNIT: ERU-1  
 SERVICE: Exhaust  
 CORR. FACTOR: -----

DUCT		REQUIRED		ACTUAL	
S.P.: -.45"	Air Temp: -----F (C)		SCFM: -----		SCFM: -----
Size: 30" x 20"	Area: 4.17	FPM: NA	CFM: NA	FPM: 789	CFM: 3290

Distance From Bottom	Position	1	2	3	4	5	6	7	8	9	10	11	12	13
	1	1022	922	769	500	0								
	2	999	1174	1008	798	422								
	3	1025	1134	923	788	355								
	4													
	5													
	6													
	7													
	8													
	9													
	10													
	11													
	12													
	13													
DISTANCE FROM DUCT EDGE														
VELOCITY														
SUB-TOTALS														

REMARKS:

DUCT TRAVERSE SHEET

WHAT W/ NEED

WHAT W/ ANY

PROJECT: Ceresco Elementary School

SYSTEM: ERU-1

FI-#	LOCATION	SUPPLY	SIZE	AREA	No. RD	SP	REQUIRED TEST RESULTS			
							F.P.M.	C.F.M.	F.P.M.	C.F.M.
133	A21	HP-4	12" x 8"	.67	----	----	560	375	269	180
134	A21	HP-4	12" x 8"	.67	----	----	560	375	268	180
135	A19	HP-4	12" x 8"	.67	----	----	560	375	268	180
136	A15	HP-5	12" x 8"	.67	----	----	560	375	277	185
137	A16	HP-5	12" x 8"	.67	----	----	560	375	271	180
138	A14	HP-4	12" x 8"	.67	----	----	560	375	278	185
139	A14	HP-5	12" x 8"	.67	----	----	560	375	269	180
140	A9	HP-4	12" x 8"	.67	----	----	560	375	405	270
141	A11	HP-4	12" x 8"	.67	----	----	560	375	267	180
142	A8	HP-4	12" x 8"	.67	----	----	560	375	275	185
143	A29	HP-3	12" x 8"	.67	----	----	560	375	268	180
144	A14	HP-4	12" x 8"	.67	----	----	560	375	270	180
145	B30	HP-2	8" x 4"	.22	----	----	409	90	206	45
146	B31	HP-4	10" x 4"	.28	----	----	536	150	267	75
147	B2	HP-3	10" x 4"	.28	----	----	536	150	266	75
148	B23	HP-4	10" x 8"	.56	----	----	643	360	313	175
149	B23	HP-4	10" x 8"	.56	----	----	643	360	304	170
150	B22	HP-7	7" 0	.34	----	----	720	245	353	120
Cont.	Next Page									

REMARKS: #140 has no volume damper.

## DUCT TRAVERSE SHEET

PROJECT: Ceresco Elementary School

SYSTEM: ERU-1

FI-#	LOCATION	SUPPLY	SIZE	AREA	No. RD	SP	REQUIRED TEST RESULTS			
							F.P.M.	C.F.M.	F.P.M.	C.F.M.
151	B22	HP-7	10" x 8"	.56	---	----	438	245	215	120
152	B18	HP-2	8" x 4"	.22	---	----	409	90	205	45
153	Mech. C1	HP-4	12" x 8"	.67	---	----	560	375	267	180
154	Mech. C1	HP-4	12" x 8"	.67	---	----	560	375	276	185
155	Mech. C1	HP-6	24"x 14"	2.33	---	----	966	2250	473	1100
156	Mech. C1	HP-3	10" x 10"	.69	---	----	560	375	261	180
157	Mech. C1	HP-6	24" x 16"	2.67	---	----	966	2250	415	1105

REMARKS:

DIFFUSER AND GRILL TEST REPORT

NEBB CERTIFIED

SYSTEM: ERU-1 Exhaust

AREA SERVED: Area A & B

LOCATION: Mech. C1

TOTAL CFM: -----

NO.	ROOM NO.	OUTLET SIZE	DESIGN CFM	TEST - 1 VEL-CFM	FINAL VEL-CFM	COMMENTS
E1	A20	12" x 24"	340	170	225	
E2	A21	12" x 24"	340	220	230	
E3	A19	12" x 24"	340	50	225	
E4	A18	6" x 6"	50	105	30	
E5	A16	12" x 24"	340	280	225	
E6	A29	12" x 24"	340	350	225	
E7	B11	6" x 6"	55	70	35	
E8	A31	12" x 24"	340	195	230	
E9	A3	12" x 6"	215	30	145	
E10	A4	12" x 6"	220	45	145	
E11	A6	6" x 6"	50	35	30	
E12	A10	12" x 24"	340	150	225	
E13	A9	12" x 24"	340	195	225	
E14	A11	12" x 24"	340	190	225	
E15	A26	12" x 24"	340	190	230	
E16	A12	12" x 24"	340	360	225	No volume damper
E17	A29	12" x 24"	340	325	225	
E18	B15	12" x 24"	340	335	225	
E19	B27	12" x 6"	150	95	100	
E20	B25	12" x 6"	150	105	100	
Cont.	Next Page					

REMARKS: Registers marked No Volume Damper were set with tape then taken off.

*Need to add -  
TAPED RESULT Now*

TEST DATE: 5-25-17

READINGS BY: TT

NATIONAL ENVIRONMENTAL BALANCING BUREAU



**MAKE-UP UNIT TEST REPORT**

**PROJECT: Ceresco Elementary School**

**NEBB CERTIFIED**

**MANUFACTURE: Greenheck**

*Kitchen  
N6250 Lamin Motor*

FAN NO.		MU-1		
AREA SERVED		Area B, Kitchen		
MODEL OR TYPE		KSU-112H20-DBC		
CFM	DESIGN	3400		
	ACTUAL	2795		
FAN SP	DESIGN	1.093"		
	ACTUAL	NA		
FAN RPM'S	DESIGN	NA		
	ACTUAL	1000		
BELT SIZE		A44		
NO. REQUIRED		1		
HP.	DESIGN	1 1/2		
	ACTUAL	1 1/2		
AMPS	DESIGN	4.8 - 4.8 - 2.4		
	ACTUAL	4.6 - 4.6 - 4.6		
VOLTS	DESIGN	208-230-460/3		
	ACTUAL	210/3		
MOTOR RPM'S	DESIGN	1725		
	ACTUAL	1745		
HEATERS		Adj @ 5.5		
SERVICE FACTOR		1.15		
FAN SHEAVE		1" x 6"		
MOTOR SHEAVE		5/8" x 3 1/4"		

**REMARKS: DD-Direct Drive  
At maximum amps.**



## EXHAUST FAN TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Greenheck

*Low Backair Hood  
Kestron*

*Needs to show  
LUZY.*

FAN NO.		EF-1	EF-2	EF-3	EF-4
AREA SERVED		Area A, A5	Area B, KH-1	Area B, KH-2	Area B, B36
MODEL OR TYPE		GB-100-4-22	CUBE-220-15-G	CUBE-100-4	SP-6-B
CFM	DESIGN	400	3775	600	85
	ACTUAL	645	3015	745	90
FAN SP	DESIGN	.25"	1.2"	.625"	.125"
	ACTUAL	NA	NA	NA	NA
FAN RPM'S	DESIGN	NA	NA	NA	DD
	ACTUAL	990	660	1290	DD
BELT SIZE		3L190	A31	3L190	DD
NO. REQUIRED		1	1	1	DD
HP.	DESIGN	1/4	1 1/2	1/4	40 W
	ACTUAL	1/3	1 1/2	1/4	NA
AMPS	DESIGN	6.4	4.8 - 4.8 - 2.4	5.0	.5
	ACTUAL	6.7	3.2 - 3.2 - 3.1	3.5	.5
VOLTS	DESIGN	115/1	208-230-460/3	115/1	120/1
	ACTUAL	120/1	210/3	120/1	120/1
MOTOR RPM'S	DESIGN	1725	1725	1725	DD
	ACTUAL	1745	1745	1745	DD
HEATERS		None	Adj @ 5	None	None
SERVICE FACTOR		1.15	1.15	1.15	NA
FAN SHEAVE		3/4" 3 5/8"	1" x 8 1/2"	3/4" x 3"	DD
MOTOR SHEAVE		1/2" x 2 1/2"	5/8" x 4 1/4"	1/2" x 2 1/2"	DD

**REMARKS:** DD-Direct Drive  
 EF-1 does not have adjustable sheave.  
 EF-2 left low to be within 10% of MU-1.  
 EF-3 sheave is slowed down 100%.

## EXHAUST FAN TEST REPORT

**PROJECT:** Ceresco Elementary School

**NEBB CERTIFIED**

**MANUFACTURE:** Greenheck

FAN NO.		EF-5	EF-6		
AREA SERVED		Area A, A32	Area B, B28		
MODEL OR TYPE		SP-224	SP-226		
CFM	DESIGN	250	250		
	ACTUAL	230	270		
FAN SP	DESIGN	.125"	.25"		
	ACTUAL	-----	-----		
FAN RPM'S	DESIGN	DD	DD		
	ACTUAL	DD	DD		
BELT SIZE		DD	DD		
NO. REQUIRED		DD	DD		
HP.	DESIGN	121 W	81 W		
	ACTUAL	NA	NA		
AMPS	DESIGN	NA	.72		
	ACTUAL	.7	.7		
VOLTS	DESIGN	NA	120/1		
	ACTUAL	120/1	120/1		
MOTOR RPM'S	DESIGN	DD	DD		
	ACTUAL	DD	DD		
HEATERS		None	None		
SERVICE FACTOR		NA	NA		
FAN SHEAVE		DD	DD		
MOTOR SHEAVE		DD	DD		

**REMARKS:** DD-Direct Drive

P U M P T E S T R E P O R T

PROJECT: Ceresco Elementary School

NEBB CERTIFIED

PUMP NUMBER	P-1		P-1A	
LOCATION	Mechanical C1		Mechanical C1	
SERVICE	Heat Pump Loop		Heat Pump Loop	
MANUFACTURER	Taco		Taco	
MODEL OR SIZE	FE2510E251F2L0		FE2510E251F2L0	
IMPELLER SIZE	NA		NA	
	DESIGN	ACTUAL	DESIGN	ACTUAL
G.P.M.	290	NA	290	NA
FULL FLOW TOTAL HEAD	108	NA	108	NA
PUMP PRESSURE SUCTION - DISC.	NA	NA	NA	NA
SHUT OFF TOTAL HEAD	NA	NA	NA	NA
SHUT - OFF PRESS SUCTION - DISC.	NA	NA	NA	NA
MOTOR HP	15	15	15	15
MOTOR RPM'S	1765	1785	1765	1785
VOLTAGE/PHASE	230-460/3	480/3	230-460/3	480/3
F. L. AMPS	35.4 - 17.7	16.9 - 16.9 - 16.8	35.4 - 17.7	16.9 - 16.8 - 16.8
HEATERS	-----	VFD	-----	VFD
SERVICE FACTOR	-----	1.15	-----	1.15

REMARKS: Unable to test pumps at 100%. Can not command all valves to 100%.

## WATER BALANCE TEST REPORT

PROJECT: Ceresco Elementary School  
PUMP: P-1, P-1A

MANUFACTURER: Watts  
SYSTEM: Heat Pump Loop

FI NO.	LOCATION	SYSTEM	SIZE	DESIGN		BYPASS		TEST - 1		FINAL		GPM
				PD	GPM	PD	GPM	PD	SET	PD	SET	
1	A15	HP-5	1 1/4"	NA	11.0	----	----	7	----	7	----	11
2	A15	HP-2	1"	NA	5.0	----	----	6	----	6	----	5
3	A15	HP-5	1 1/4"	NA	11.0	----	----	8	----	8	----	11
4	A15	HP-4	1 1/4"	NA	10.0	----	----	7	----	7	----	10
5	A15	HP-4	1 1/4"	NA	10.0	----	----	10	----	10	----	10
6	A7	HP-4	1 1/4"	NA	10.0	----	----	7	----	7	----	10
7	A7	HP-1	3/4"	NA	3.5	----	----	7	----	7	----	3.5
8	A8	HP-4	1 1/4"	NA	10.0	----	----	9	----	9	----	10
9	A8	HP-4	1 1/4"	NA	10.0	----	----	7	----	7	----	10
10	A8	HP-2	1"	NA	5.0	----	----	10	----	10	----	5
11	A8	HP-4	1 1/4"	NA	10.0	----	----	7	----	7	----	10
12	A8	HP-3	1"	NA	7.0	----	----	9	----	9	----	5
13	A14	HP-4	1 1/4"	NA	10.0	----	----	10	----	10	----	10
14	A14	HP-4	1 1/4"	NA	10.0	----	----	12	----	12	----	10
15	A14	HP-5	1 1/4"	NA	11.0	----	----	10	----	10	----	11
16	B2	HP-2	1"	NA	5.0	----	----	10	----	10	----	5
17	B31	HP-4	1 1/4"	NA	10.0	----	----	7	----	7	----	10
18	B2	HP-3	1 1/2"	NA	7.0	----	----	10	----	10	----	5
19	B23	HP-4	1 1/4"	NA	10.0	----	----	10	----	10	----	10
20	B23	HP-4	1 1/4"	NA	10.0	----	----	7	----	7	----	10
Cont.	Next Page											

REMARKS:

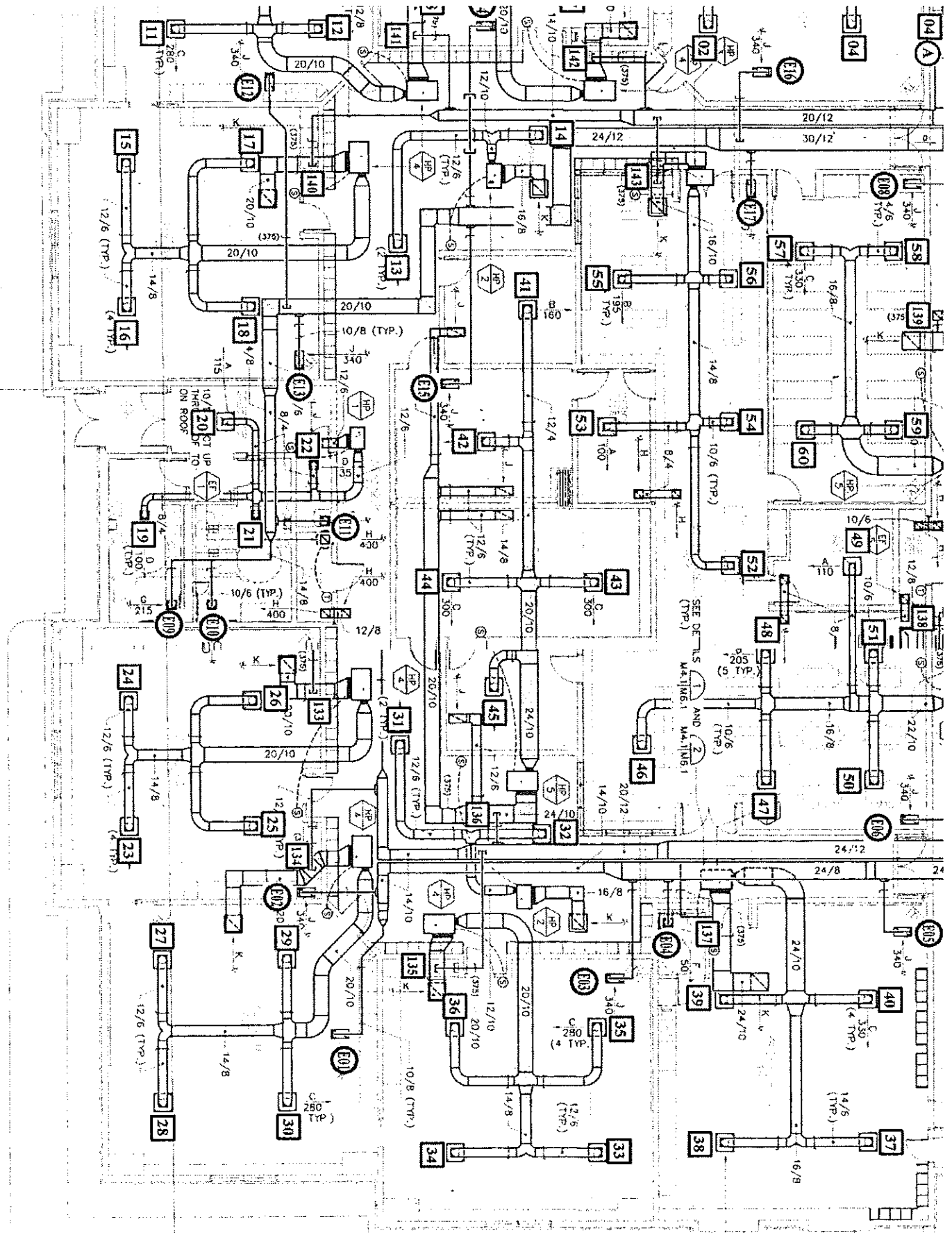
TEST DATE: 5-25-17

READINGS BY: TT

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NATIONAL ENVIRONMENTAL BALANCING BUREAU



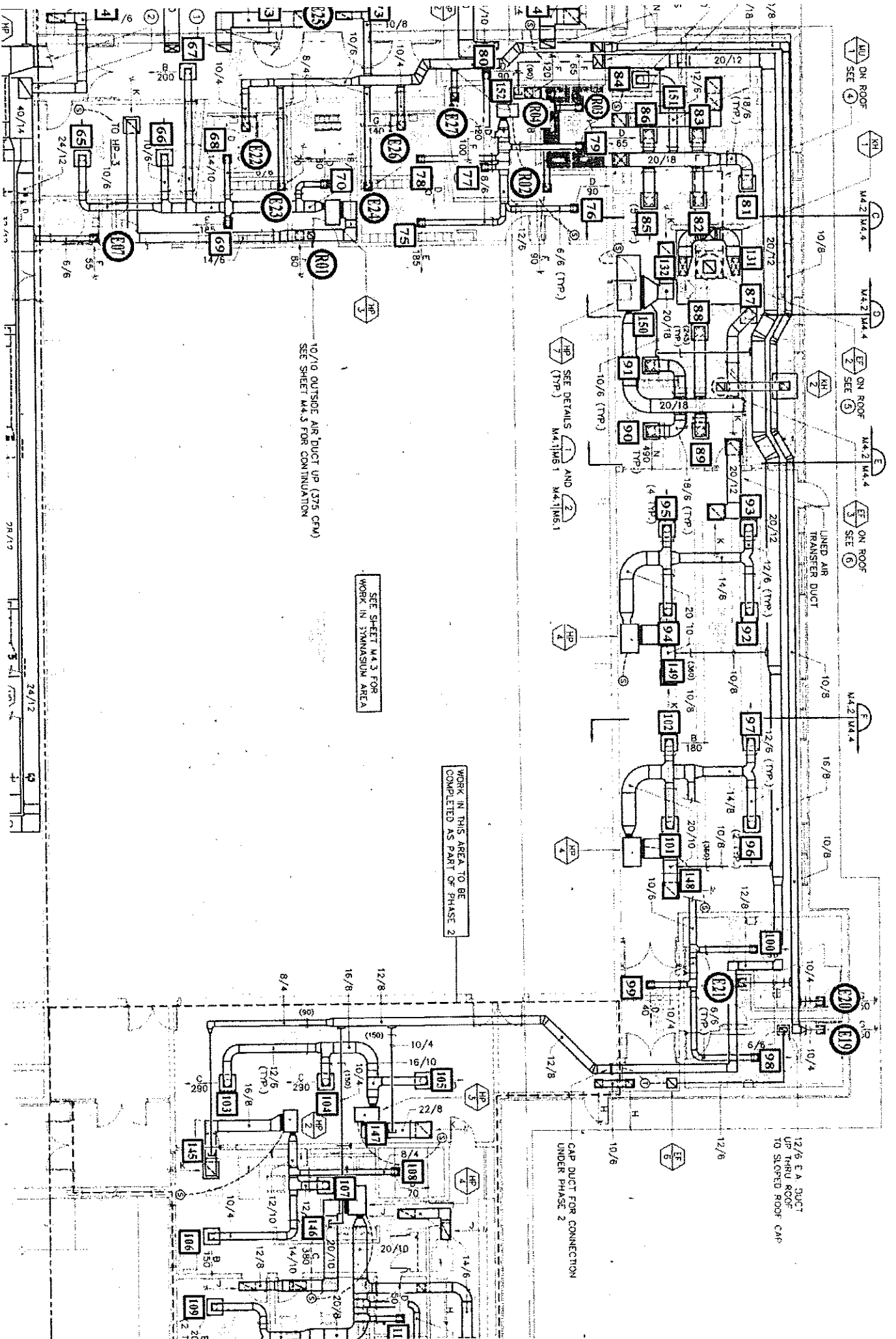


SUPPLY AIR DISTRIBUTION  
SEE DETAIL M4.1106.1

Cere

B:

**HVAC Floor Plan - Area B**



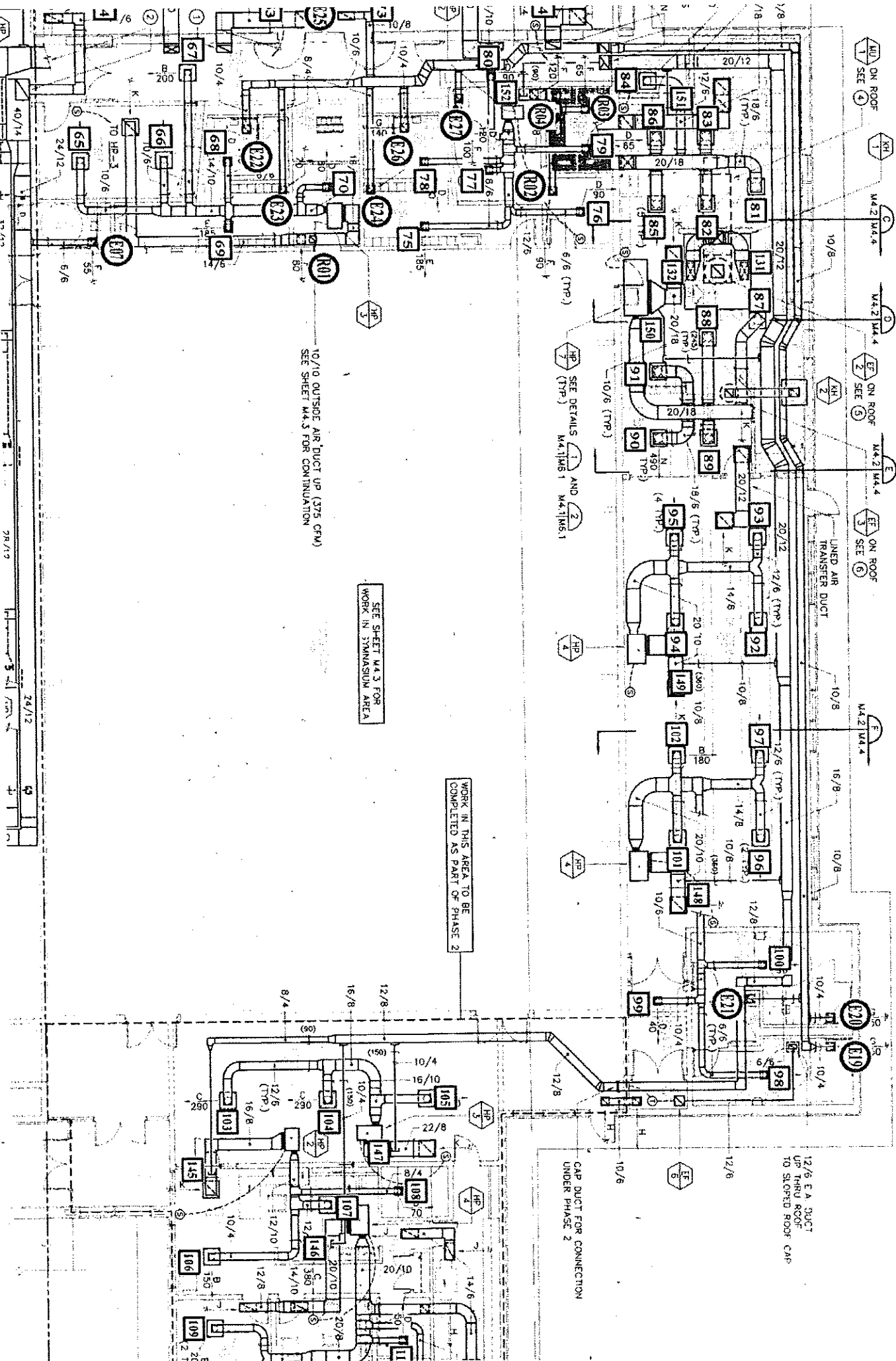
10/10 OUTSIDE AIR DUCT UP (375 CFM)  
SEE SHEET M4.3 FOR CONTINUATION

SEE SHEET M4.3 FOR  
WORK IN SYMANSUM AREA

WORK IN THIS AREA TO BE  
COMPLETED AS PART OF PHASE 2

CAP DUCT FOR CONNECTION  
UNDER PHASE 2

12/6 E.A. DUCT  
UP FROM ROOF  
TO SLOPED ROOF CAP



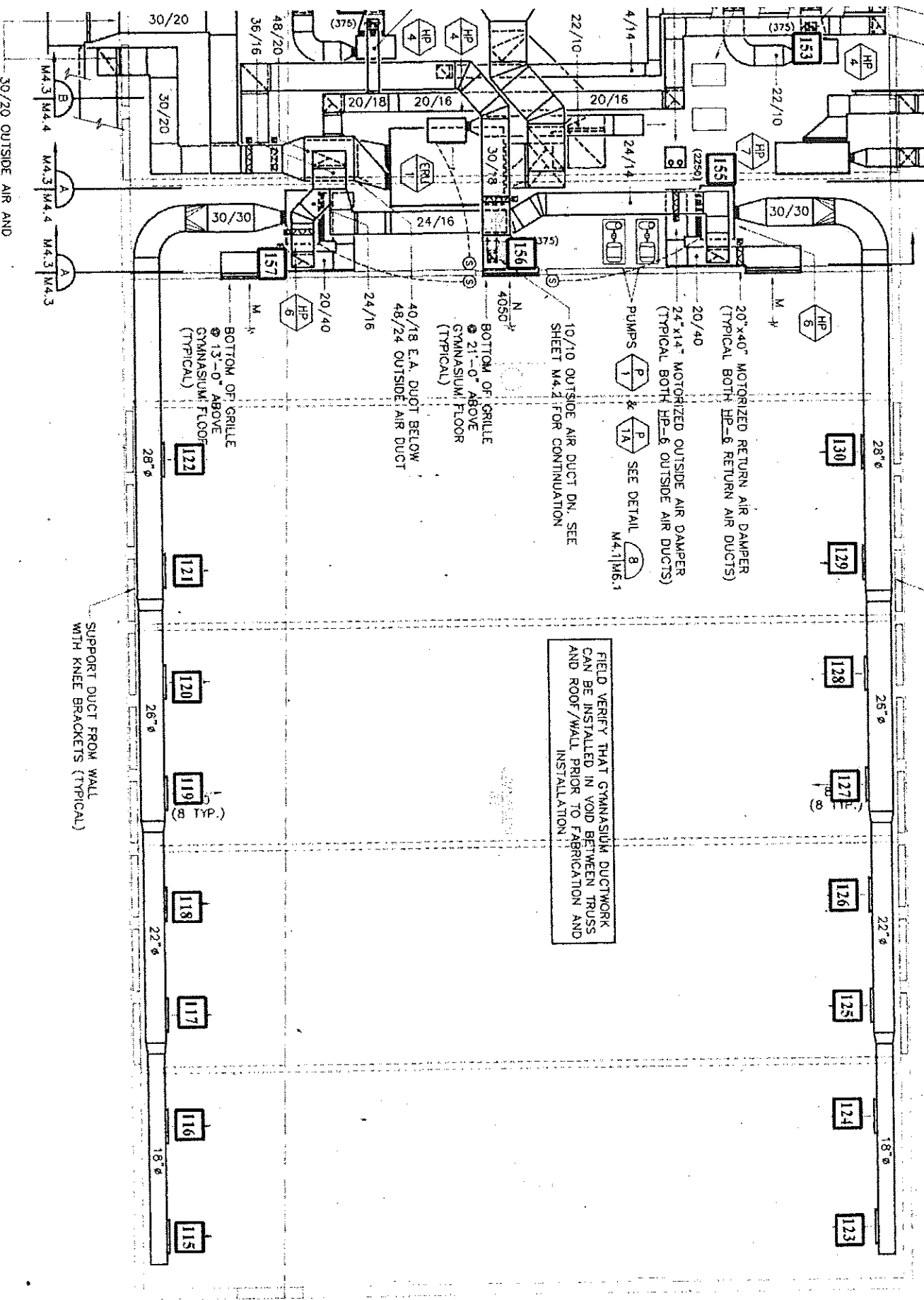
20/14 OUTSIDE AIR DUCT  
DN THRU MECHANICAL ROOM FLOOR  
SEE SHEET M4.2 FOR CONTINUATION

20/18 RETURN AND SUPPLY AIR DUCTS  
SEE SHEET M4.2 FOR CONTINUATION

SUPPORT DUCT FROM WALL  
WITH KNEE BRACKETS (TYPICAL)

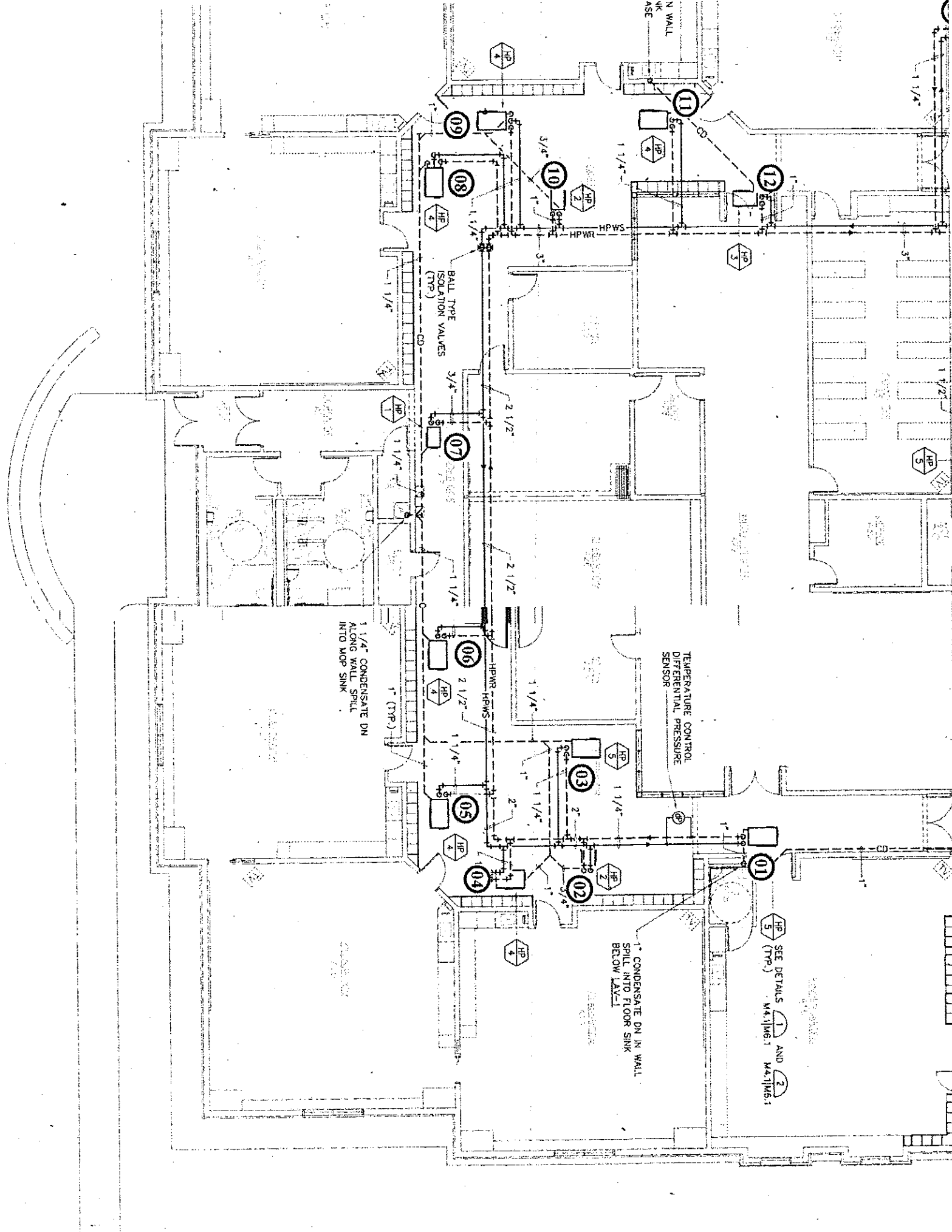
FIELD VERIFY THAT GYMNASIUM DUCTWORK  
CAN BE INSTALLED IN VOID BETWEEN TRUSS  
AND ROOF/WALL PRIOR TO FABRICATION AND  
INSTALLATION

SUPPORT DUCT FROM WALL  
WITH KNEE BRACKETS (TYPICAL)



30/20 OUTSIDE AIR AND  
30/20 EXHAUST AIR DUCTS  
THRU MECHANICAL ROOM WALL  
SEE SHEET M4.4 FOR CONTINUATION

**HVAC Floor Plan - Area C**



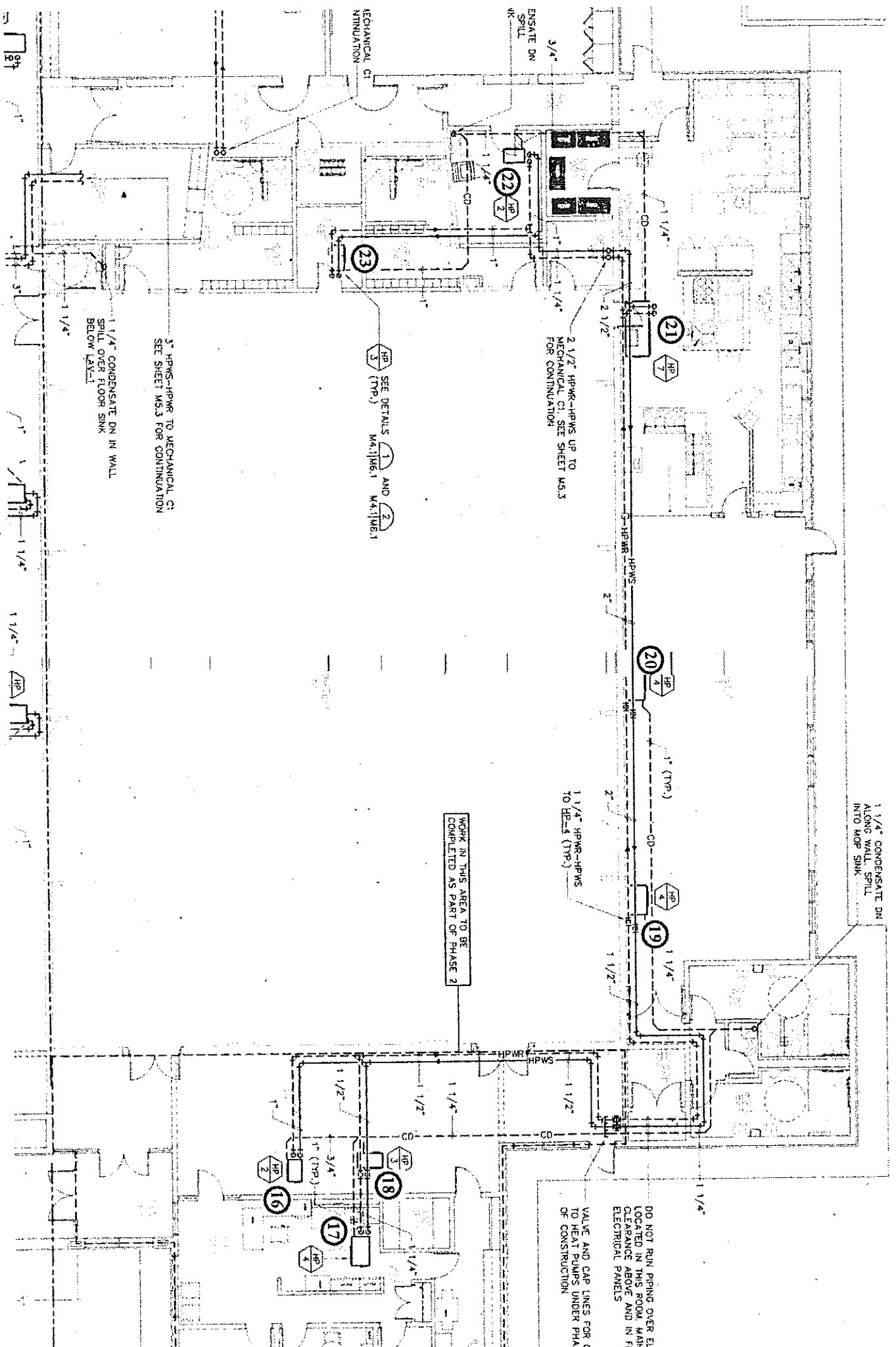
1 1/4" CONDENSATE DN  
ALONG WALL. SPILL  
INTO MOP SINK

1" CONDENSATE DN IN WALL  
SPILL INTO FLOOR SINK  
BELOW LAV-1

TEMPERATURE CONTROL  
DIFFERENTIAL PRESSURE  
SENSOR

BALL TYPE  
ISOLATION VALVES  
(TYP.)

HP 5 (TYP.) AND 2  
MA-116; MA-116;1



1 1/4" CONDENSATE DN  
ALONG WALL SPILL  
INTO HOP SINK

DO NOT RUN PIPING OVER ELEC  
LOCATED IN THIS ROOM. MAINT  
CLEARANCE ABOVE AND IN FR  
ELECTRICAL PANELS

WORK IN THIS AREA TO BE  
COMPLETED AS PART OF PHASE 2

3" HPWS-HPWR TO MECHANICAL CI  
SEE SHEET M5.3 FOR CONTINUATION

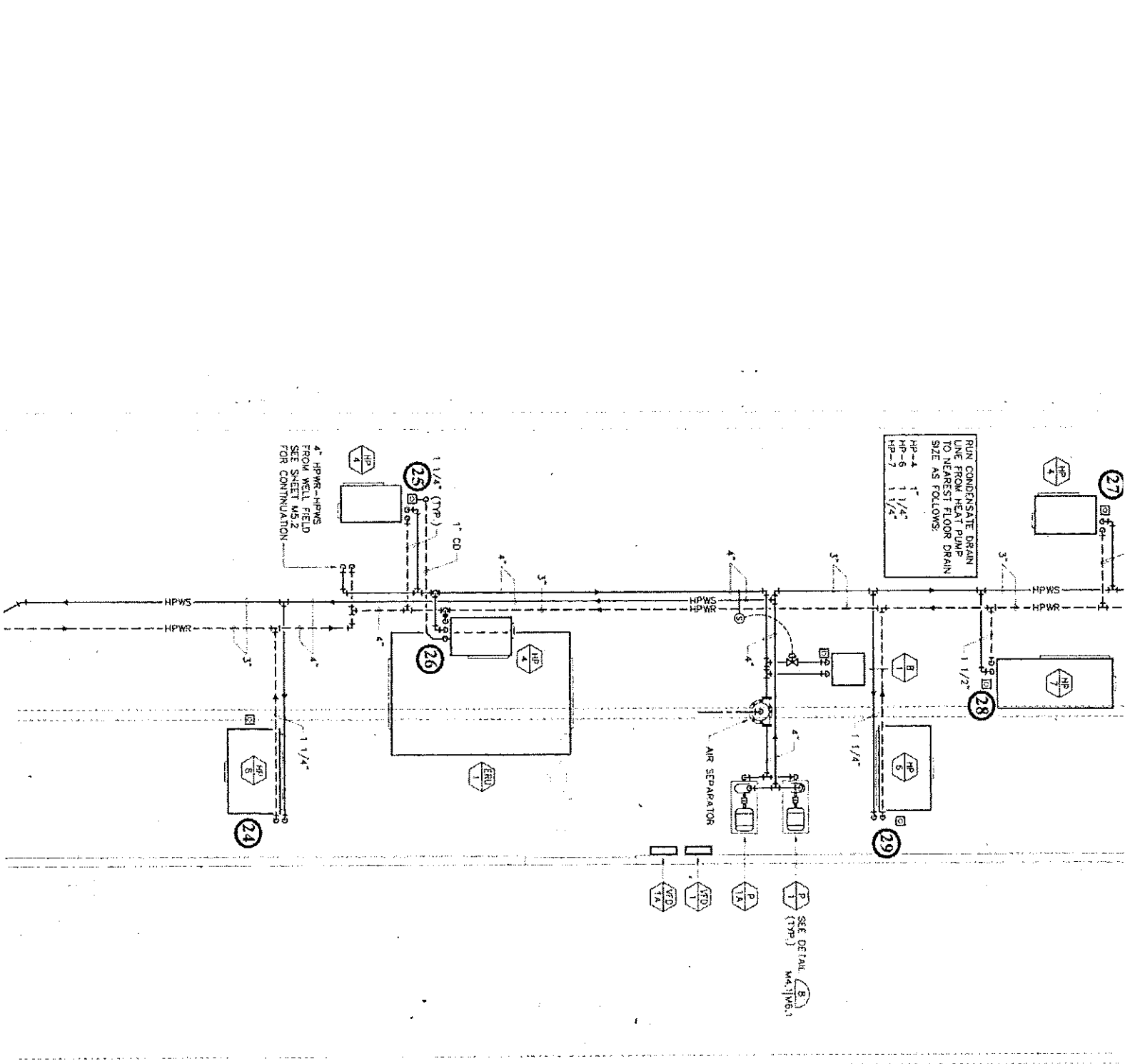
1 1/4" CONDENSATE DN IN WALL  
SPILL OVER FLOOR SINK  
BELOW LEVEL

2 1/2" HPWR-HPWS UP TO  
MECHANICAL CI. SEE SHEET M5.3  
FOR CONTINUATION

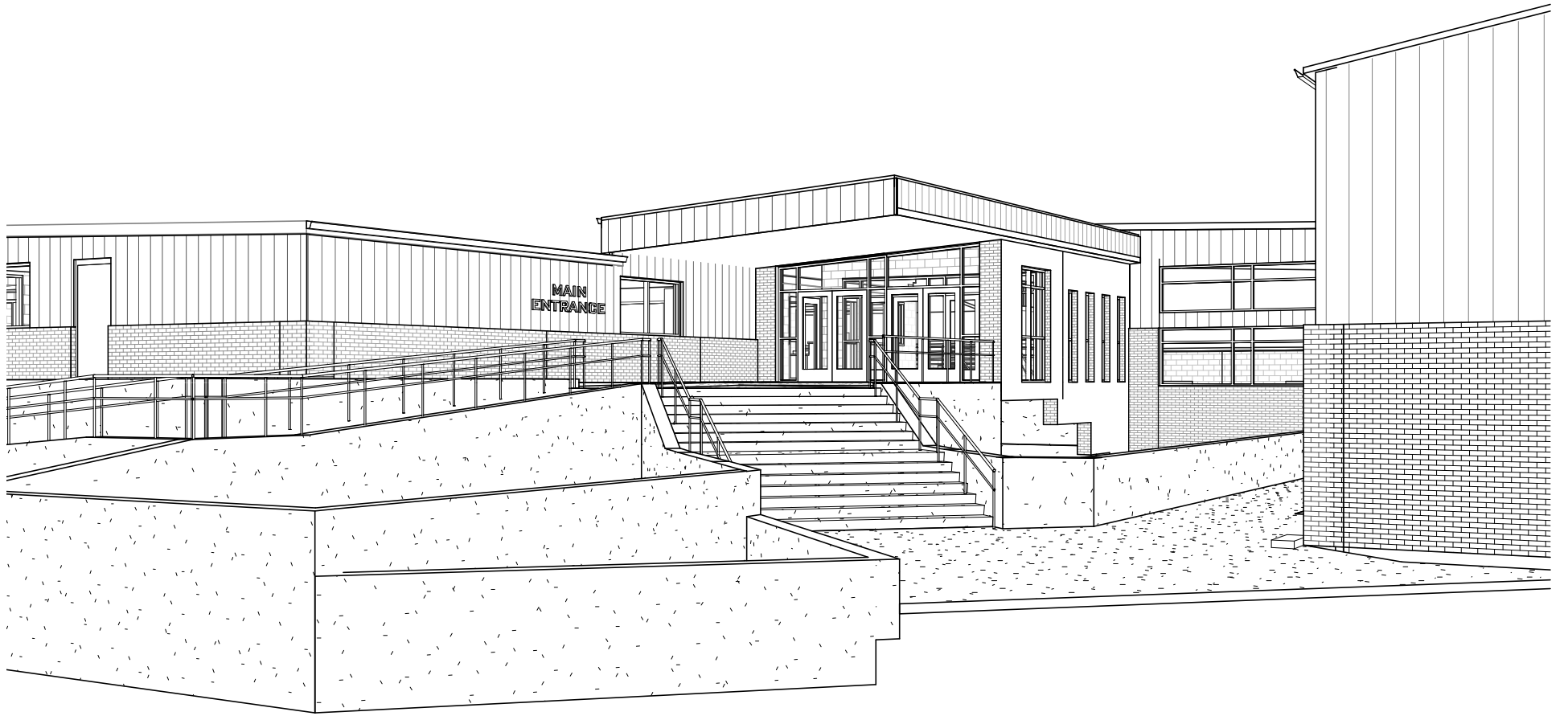
HP SEE DETAILS 1 AND 2  
3 (TRP.) M.A.11/16.1 M.A.11/16.1

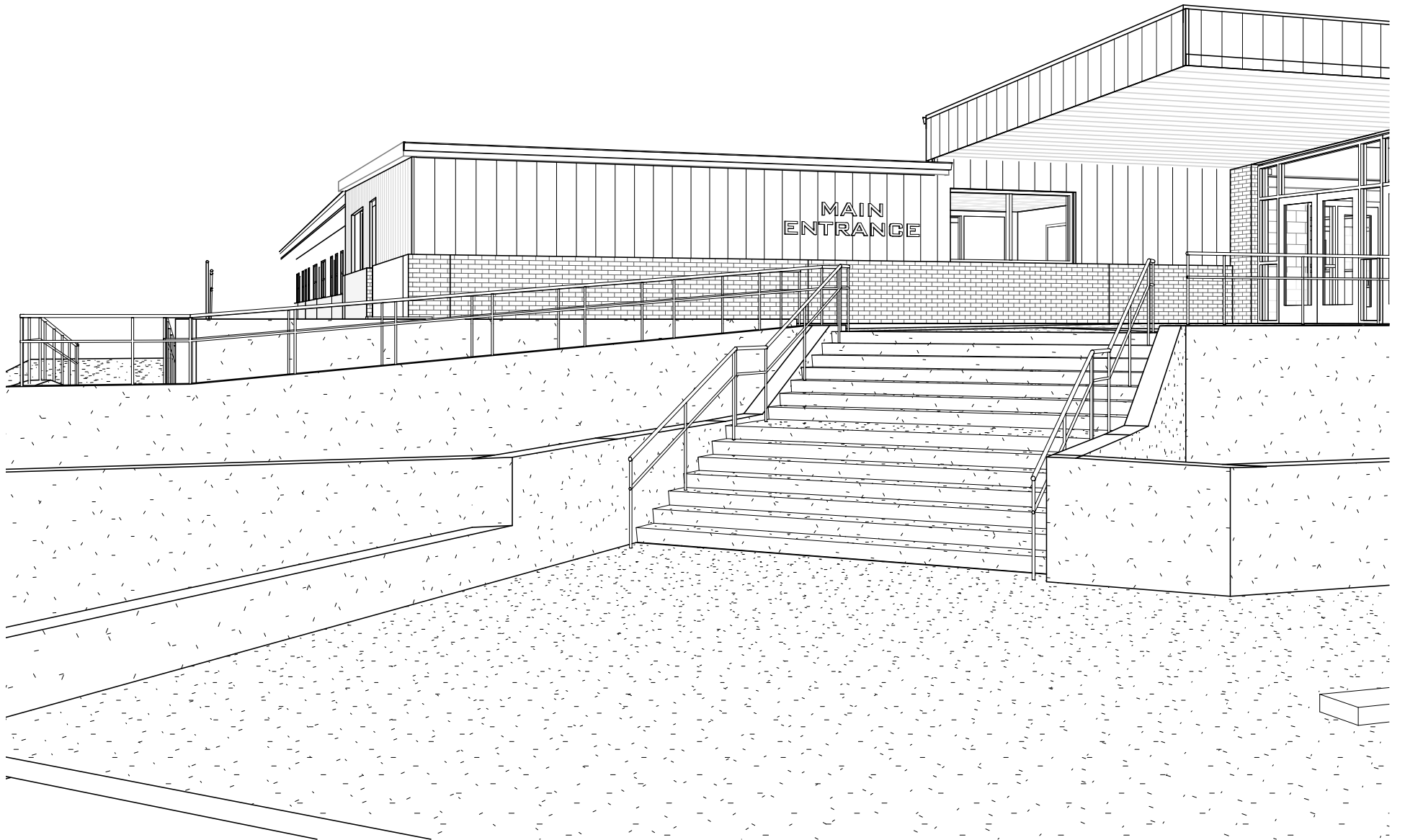
**HVAC Piping Floor Plan - Area B**

**Ceresco Ele**  
**M5.2**  
**Balancing**



**Ceresco Elementary School**  
**M5.3**  
**Balancing Report**





MAIN  
ENTRANCE

- 7.5. Americanism Committee Report (Breitkreutz - chair, Urbom, Springer)
- 7.6. Transportation Committee (Black - chair, Breitkreutz, Springer)
- 7.7. Finance Committee (Springer - chair, Blanchard, Breitkreutz)
- 7.8. Facilities Committee (Blanchard - chair, Urbom, Springer)
- 7.9. Negotiations Team (Black - chair, Gould, Blanchard)
- 7.10. Curriculum Committee (Gould - chair, Black, Urbom)
- 7.11. Policy Committee (Springer - chair, Gould, Black)
- 7.12. 2017-2018 Activity Handbook - Consider, discuss, and take all necessary action

# Raymond Central High School



Activities Handbook  
2017-2018

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## ACTIVITY PERSONNEL 2017-2018

**Activities Director:** Greg Wilmes  
**Principal:** Kolin Haecker

### FALL SPORTS:

#### **Softball:**

Head Coach- Nicole Kliment  
Assistant Coach- Casey Carriker  
Grad Assistant – Brooke Scheitel

#### **Football:**

Head Coach- Nathan Liess  
Assistant Coach- Pat Harrington  
Assistant Coach- Steve Rose  
Assistant Coach- Adison Kenning  
Jr. High Coach- Mike Henderson  
Jr. High Coach- John Kliment  
Volunteer – Doug Dexter  
Volunteer – Corey Serrano

#### **Cross Country:**

Head Coach- Dale Rasmussen  
Assistant – Dave Schnell

#### **Volleyball:**

Head Coach- Mandy Higgins  
Assistant Volleyball- Abby Spangler  
Jr. High Coach- Nicole Hummel  
Jr. High Coach- Barb Schiefen

### WINTER SPORTS:

#### **Boys Basketball:**

Head Coach- Pat Harrington  
Assistant Coach- Brian Dunker  
Assistant Coach – Ethan Warren  
Jr. High Coach - Jeff White  
Jr. High Coach - Mike Henderson

#### **Girls Basketball:**

Head Coach- Shawn Ekwall  
Assistant Coach- Celia Newman  
Assistant Coach – Melissa Throener  
Jr. High Coach - Cailyn Johnson  
Jr. High Coach - John Kliment

#### **Wrestling:**

Head Coach- Harold Pester  
Assistant Coach- Adison Kenning  
Jr. High Coach - Fred Spale/Adison  
Kenning

### SPRING SPORTS:

#### **Track:**

Head Coach- David Schnell  
Assistant Coach- Dale Rasmussen  
Assistant Coach – Fred Spale  
Head Jr. High Coach- Mike Henderson  
Assistant Jr. High Coach- Nicole Hummel  
Assistant Jr. High Coach- Abby Spangler

## **ACTIVITIES:**

### **Speech:**

Head Coach- Carolyn Enevoldsen  
Assistant Coach- Jeff Nelson

### **NFL:**

Head Coach- Carolyn Enevoldsen

### **Cheer:**

Coach- Delores Smith

### **Drill:**

Coach- Cori Dorenbach

### **National Honor Society:**

Sponsor- Delores Smith

### **FBLA:**

Co-Sponsor- James Marsh  
Co-Sponsor- Brian Dunker  
Co-Sponsor- Alexandra Bastian

### **Band:**

Director- Jordan Luke

### **Music:**

Director- Seth Strouf

### **One-Act:**

Sponsor- Jeff Nelson

### **FFA:**

Sponsor- Casey Carriker

### **Yearbook:**

Sponsor- Cailyn Johnson

### **Spanish Club:**

Sponsor- Laura Hill

### **Art Club:**

Sponsor- Jean Rempfer

### **Science Club:**

Sponsor- Laura Trautman

### **Student Council:**

Sponsor- Janet Dannelly  
Jr. High Sponsor- Laura Trautman

### **Skills USA:**

Sponsor- Pat Harrington

### **Mock Trial:**

Sponsor- Seth Strouf

## MEDIA INFORMATION

### Television Stations

	<u>Phone</u>	<u>Fax</u>	<u>E-Mail</u>
KOLN-KGIN (Lincoln)	402-467-9270	402-467-9208	sports@1011now.com
KLKN (Lincoln)	402-436-2251	402-436-2236	sports@klkntv.com

### Newspapers

Associated Press	402-391-0031	402-391-1412	eolson@ap.org
Lincoln Journal Star	402-473-7431	402-473-7291	sports@journalstar.com
Omaha World-Herald	800-284-6397	402-444-1238	sports@owh.com
Wahoo Newspaper	402-443-4162	402-443-4479	jason.unger@wahoone newspaper.com
Waverly News	402-786-2344	402-786-2343	sports@newswaverly.com

Max-Preps	www.maxpreps.com		
NSAA	402-489-0386	402-489-0934	

## CODE OF ETHICS

### Nebraska Coaches Creed

- I believe interschool sports have an important place in the general scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.
- I believe the other coaches in interschool sports are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all I can to further their efforts.
- I believe my own actions should be so regulated as to reflect credit to this profession.
- I shall abide by the rules of the games in letter and sport.
- I believe in my exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.
- I believe proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desire for clean healthful living and respect for wise discipline and authority.
- I believe these admirable characteristics, properly installed by me through teaching and demonstration, will have long carry-over and will aid each one connected with the sport to become a better citizen.
- I believe in and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment and to promote the welfare of an increased number of participants.

## PHILOSOPHY AND PURPOSE

The purpose of all activities is to provide all students ample opportunities outside of the regular classroom that cannot be duplicated in a classroom situation. In this way, students have the opportunity to develop themselves into the best possible person they are capable of becoming.

It is in these outside activities that students make lasting friendships, gain valuable social experiences, learn to work and cooperate for a common goal, as well as gain physical and mental disciplines unavailable in the classroom setting.

It should be noted, however, that participation in these activities is a privilege accorded only those students who are willing to abide by state law, school and conference regulations as well as reasonable rules set forth by the coaches or sponsors and that are applicable and peculiar to the activity involved.

Any student is welcome and encouraged to participate in any of the co-curricular activities available.

## ATHLETIC ELIGIBILITY FOR HIGH SCHOOL

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director.

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance. \*Unless you are a member of an exempt school or home schooled (must enroll in 10 credits per semester of participation, per NSAA guidelines).
3. A student must be enrolled in high school on or before the 11th school day of the current semester.
4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
6. A student must have been enrolled in school the immediate preceding semester.
7. Participants in senior high athletics/activities must have passed four classes (20 hours) the immediate preceding semester. The immediate preceding semester does not apply to 9th grade students competing on a high school team for the first time or entering 10th grade students who have not competed or practiced with a senior high team previously.

8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.
12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except:
  - (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.
  - (c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

## ATHLETIC ELIGIBILITY FOR COLLEGE

For students who have aspirations of competing in athletics at the collegiate level, it is recommended that they register with the NCAA Clearinghouse sometime during their junior year. All Division I and II athletes must be registered with the clearinghouse in order to be eligible to compete. To register, athletes should see the counselor or activities director. It is also recommended that students begin taking the ACT/SAT tests during their junior year also.

## GUIDELINES, REGULATIONS, PRACTICES, REQUIREMENTS

All athletes must meet the following requirements **before** they begin practice for an activity:

1. Return an updated physical form signed by physician and parent/guardian.
2. Return the NSAA and Raymond Central consent forms signed by parent/guardian.
3. Provide the school with a photocopy of a current insurance card or sign off on their own insurance.
4. Pay \$40 activity fee, which is a yearly fee and covers the student for **all** activities throughout the current school year. This fee also provides the student with an activity pass for admission to home events (excluding tournaments).
5. Follow and complete any other procedures or requirements as directed by their respective head coaches.
6. Have the parent(s)/guardian(s) sign the Raymond Central Code of conduct and turn into office.

All of these together get turned into the office in return for a "Blue Card". Blue card signed off by office and turned into coach/sponsor must be done before student is able to practice or compete.

## INSURANCE

The Raymond Central Public Schools provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right. Insurance forms are available in the office for students who wish to purchase additional coverage.

## POLICIES

Coaches will cover team rules, school policies on attendance and eligibility and the drug & alcohol policy with each member of the team and a copy of the information given to the Activities Director. A dated sheet of student/athlete signatures stating that they acknowledge the rules and policies and have heard them will also be submitted to the Activities Director.

## LETTERING REQUIREMENTS

Each head coach of a sport/activity will develop and inform participants of the criteria for earning a varsity letter or certificate of participation. This information should be included in the pre-season team meeting. At the end of the season, a list of all participants and letter winners needs to be submitted to the Activities Director.

## TEAM SELECTION/PLACEMENT

Team selection and placement will be conducted by the head coach and the assistants for that particular activity. Make sure beforehand that all athletes and parents are aware of the selection procedure and what types of criteria will be used in the process.

## ROSTERS/CHANGES

Coaches shall provide an accurate list of names, jersey numbers, height, weight, grade, and positions for each member of the team. Provide this list to the AD's office as soon as possible, but no later than one week prior to the first contest. This list must be checked for eligibility, sent to the NSAA, to opposing schools, and printed for local programs; therefore, it is imperative that rosters are submitted in a timely manner. Further, any time a change is made: a player quits, changes numbers, etc...inform the AD immediately.

## SUPERVISION

Students shall be under coaches' supervision at all times. This is especially important when students are in the locker room and after practice as they wait for rides or use the telephone. These are times when horseplay, theft, vandalism and hazing are most likely to occur. Coaches are liable for supervision-it is their obligation to regulate student activity.

## PRACTICE TIMES AND PROCEDURES

Coaches are expected to abide by the NSAA policy on organized practices. Individual coaches will set up practice times. Athletes are expected to be on the field/court at the time designated by the coach. If an athlete can't be at practice, he/she must contact the coach BEFORE practice begins. Each coach may have specific attendance requirements/procedures for athletes to follow. This should be included in your handbook.

The AD or Principal must approve all practices that are held when school is not in session. All doors must be locked and everyone out of the building before leaving. Coaches leave last!

Coaches are expected to plan and conduct their practices. Generally, athletic practices are to be held after school each day for no more than 2 hours. Many extra-curricular clubs and organizations meet before school, so coaches are encouraged to avoid morning practices which would create a conflict. Please remember that we must all share our facilities. **BE RESPECTFUL OF ALL OTHER RAYMOND CENTRAL PUBLIC SCHOOL PROGRAMS.**

Practices are not permitted on Sundays without special permission from the Superintendent. According to the Nebraska School Activities Association, no activity contests may be scheduled on Sunday.

## ATTENDANCE ON GAME DAY

An athlete must be in school for the last ½ of the day minimum on the day of a game in order to participate. Absences for school-sponsored activities, dental and doctor appointments, as well as circumstances beyond their control may be exceptions to this rule, **as well as home school or exempt school students.** Only administration has the right to make exceptions to this rule.

## SAME-DAY CONFLICTS

State, district and conference events take precedence when activities conflicts occur. When two regularly scheduled events, or non-priority events, take place on the same day, the two sponsors shall try and work out an agreement. If no mutual agreement can be reached, the Activities Director will determine the event in which the student will participate.

## GAME-DAY PREPARATIONS

Each coach should be sure all final arrangements have been made for game day. All coaches are expected to set up for their respective contests according to their needs. Dismissal lists, transportation, and equipment should all be double-checked before departing.

## TRANSPORTATION/TRANSPORTATION REQUESTS

School transportation will be provided to all contests away from Raymond Central. Students are expected to ride to and from contests with the team. An athlete may ride home from a contest with a parent/guardian by a written request and personal contact by the parent to the coach in charge before leaving. The coach must witness the athlete leaving with his/her parent/guardian from the contest. Students will not be released to anyone else without prior approval by the administration! Emergency situations may be handled by the coaching staff as they occur.

Coaches are responsible for getting transportation requests and departure times to the Activities Director. Transportation requests need to be submitted to the AD prior to the activity beginning. Changes to requests need to be submitted to the AD well in advance whenever possible.

Coaches should instruct athletes to properly dispose of all litter and to check for items left on the vehicle.

## INCLEMENT WEATHER

If school must be canceled or dismissed early because of inclement weather, practices and contests will not be held as a rule.

Coaches are directly responsible for all students under their supervision at any school sponsored activity. When severe weather strikes, staff members will determine in their best judgment, what action will be in best interest for the safety of the students.

Coaches will make every effort to keep school officials and parents informed of any changes from the normal routine if weather becomes an issue.

## HEAT AND EXHAUSTION

Be especially aware of heat and exhaustion during practices. Please refer to the annual NSAA handouts on heat and exhaustion. Schedule times throughout practice to allow participants the opportunity to hydrate their bodies.

## OVERNIGHT TRIPS

The following guidelines should be followed when teams are traveling on overnight trips:

- Detailed itineraries for parents and school administration-where you are going, when, phone #'s, room assignments, etc. need to be provided by the head coach to the office.
- Room checks, both announced and unannounced, should be conducted.
- No girls sleeping in boy's rooms and vice versa.
- Sponsors shall do a walk-through upon departing.
- Set curfews.
- Discuss expectations prior to leaving and how breaking rules will be handled.
- Follow Raymond Central Schools drug, tobacco, alcohol, and behavior guidelines. Students may be sent home at the parent's expense for serious infractions.
- Whenever phones or movie channels in student rooms can be disconnected, do so. The district will not pick up extra expenses such as phone calls, movies, etc...
- When traveling to another school/facility, it is essential that all team members represent Raymond Central with class. Be respectful with your words and actions, and be certain to clean up after yourselves.

## PICTURES/SENIORS NIGHT

The activities director will work with the head coaches to select dates, times, and a location for team pictures. The AD and head coach will also work together to select a date for senior night of each specific sport.

## WEIGHT ROOM

A program will be made available in the weight room for use by all athletes. All athletes must have supervision at all times. Non-school use is highly discouraged and any exceptions made are the responsibility of the supervisor. Anytime the supervisor will not be in the weight room, the door is to be locked. When leaving for the day, the door must be locked and the lights and stereo shut off. Supervisors are to keep an eye on the volume and type of music being played.

## UNIVERSAL WEIGHT ROOM RULES

- No horseplay at any time.
- Safety, safety, safety at all times.
- Clean all equipment after use.
- No food, pop or gum in the weight room.
- Wear proper weight lifting clothing: t-shirt, gym shorts and athletic shorts.
- No profanity in the weight room.
- Follow designated workouts precisely. If you want to lift extra, you may do so after your regular workout.
- Use a spotter on all core lifts.
- Use collars on bars with free weights.
- When finished lifting, take weights off all bars and return them to their proper place.
- When finished lifting, return all dumbbells to their proper place.
- Never lift weights without a supervisor present.
- Don't use equipment if you are unfamiliar with the proper use. Ask weight room supervisor for assistance.
- Do not drop bars or lean plates against equipment, mirrors or walls.
- Report any injuries to the weight room supervisor immediately.

## ATHLETIC TRAINING ROOM

Raymond Central has one Certified Athletic Trainer who coordinates our sports medicine program. Their primary responsibility is the prevention and care of athletic injuries. Some of the areas in which the AT is proficient are: emergency procedures, use of therapeutic modalities, evaluation of injuries, nutrition exercise prescription, treatment of injuries, injury rehabilitation and protective equipment.

In the event that an athlete is injured, the athletic trainer or coach will administer emergency first aid if needed. Every effort will be made to contact the parent/guardian as soon as possible following an injury. All injuries should be reported to a coach immediately, who will in turn contact the Athletic Trainer for assessment. A decision will then be made as to the next course of action. If you have any questions in regard to injuries or this program, feel free to contact the Athletic Trainer.

It is recommended that each coach take with them the emergency information for each athlete. All injuries must be reported to the Athletic Trainer at once. The Athletic Trainer will then take the necessary actions to ensure the safety of the athlete.

# **ATHLETICS/ACTIVITIES POLICIES**

## **BEGINNING AND END-OF-THE-YEAR REPORTS**

All sponsors/coaches must submit reports to the activities director. The beginning of the year reports include program information and eligibility reports. Coaches and sponsors also need to update this list as rosters change throughout the season. The activities director will complete and forward all eligibility forms to the Nebraska School Activities Association. Coaches/sponsors will also be responsible for turning in end of the year reports to the Activities Director with information on season participants and letter winners in a timely manner. All head coaches are also required to attend Nebraska Capitol Conference All-Conference Selection Meetings for their sport.

## **ELIGIBILITY REPORTS**

The Activities Director will handle all NSAA eligibility requirements. Coaches are to submit a typed list of all students participating by the third day of the season so that checks can be completed. Coaches should also note any transfers to the district and inform the Activities Director of any changes that may occur during the season.

## **ACTIVITIES BUDGET/PURCHASING EQUIPMENT AND SUPPLIES**

Head coaches are responsible for preparing and staying within a budget for their respective activities based on their equipment and supply needs for the upcoming year. All purchases must have authorization from the Superintendent and Principal and be accompanied by a purchase order. Coaches are not to order anything and charge it to the high school without previous notification and purchase order.

## **FUNDRAISING**

Fundraising ideas must be cleared with the Principal and Activities Director before anything begins. All fundraising will be in accordance with Raymond Central Public Schools policy.

## DEALING WITH THE MEDIA

All coaches and sponsors are expected to work with the media in reporting results from activities. Following contests, each head coach/sponsor or assigned assistant should report scores and other necessary information. Phone numbers are listed in the front of this packet for your reference.

## GAME PROGRAMS

Coaches need to provide an updated roster including uniform number, name, height, weight, grade and/or other relevant information for upcoming contests that require programs. This should be submitted at least one week before the first contest. If there are any changes that occur during the year, please inform the Activities Director so that these changes can be made before the programs are printed.

## DRESS CODE

Student athletes are to follow the school dress code as listed in the school student handbook. Coaches must enforce this policy for their team. Coaches will set a good example by following the faculty and student dress codes while coaching and/or attending school activities.

## SUSPENSIONS

Any coach suspending an athlete must inform the Activities Director in writing, explaining the circumstances for the suspension. Any area involving possible suspensions should be a part of the coach's rules explained to athletes prior to the beginning of the season. A student athlete suspended from a team for violations, may be asked to voluntarily quit the team following a second or subsequent suspension, with the severity of the violation taken into consideration.

## DUE PROCESS

If it shall become necessary to enforce the suspension rule, the student shall be notified in writing of the offense and the student and his or her parents are entitled to a hearing with school authorities upon request. They should contact the activities director who shall act as the hearing officer and shall notify the student and the parents in writing of his decision. In the event that the student and his or her parents are not satisfied with the results of the initial hearing and decision, they may appeal the decision to the Superintendent of Schools. Any further appeal would have to come through judicial process.

## SPORTSMANSHIP POLICY

Sportsmanship is a primary concern in educational activities. The development of values and ethics does not occur by chance; rather, it is a product of the educational structure, the right perspective, effective leadership, and a true commitment to sportsmanship. The NSAA has enacted a sportsmanship policy that addresses the issue of sportsmanship and consequences for lack of sportsmanship demonstrated by student-athletes, coaches and spectators.

Unacceptable conduct shall include the following: fighting, verbal abuse or dissent toward an official/opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official/opponent and unauthorized leaving of the team bench area.

Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next contest at that level of competition and any other contest at any level during the interim, in addition to other penalties the NSAA or school may assess. Likewise, any coach ejected from a contest for unsportsmanlike conduct is subject to those same sit-out rules.

Anytime a student-athlete or coach is ejected from a contest, every effort will be made to inform the Administration at Raymond Central High School as soon as possible, so that penalties for such ejections can be properly enforced with accordance to the NSAA policy. There is no appeal process for this legislation.

## OFF-SEASON PROGRAMS

Coaches are expected to conduct off-season programs to promote increased athletic skills; however, these efforts are not to interfere with programs that are currently in-season. All coaches should encourage athletes to participate in sports that are in-season. In-season programs hold priority in terms of facility use.

The following guidelines are to be followed:

- Offseason/pre-season conditioning and open gyms may begin no sooner than the day after the first contest of the sports currently in-season.
- Athletes must be supervised at all times until all athletes have left the building.
- If the weight room is used, there must be a supervisor in the weight room at all times. When you are done, shut and lock the door.
- Coaches whose athletes compete in AAU, YMCA, Club, or other competitive teams in the off-season will contact these groups to encourage no over practicing and coordinate activities with in-season coaches.

## COACHES AIDES

It is becoming more and more common to utilize coaches' aides to help coach our athletes. Coaches Aides are defined as a non-certified person employed by the school district, or a volunteer, who are helping with the athletic program. It is important all head coaches communicate with these people what our expectations of them are and what parameters they are to work under. At no time are these individuals to be the only supervisors of students. Coaches aides shall not initiate nor change instructions given by the head coach and must carry out specific directions given by the head coach. The aide may assist in starting, executing, and completing the specific plan of the learning experience as defined and directed by the head coach. No keys will be checked out to volunteer coaches' aides.

## KEYS

Keys are not to be loaned out to students for any reason. Head coaches are responsible for getting keys back from coaches not returning the next year.

## EQUIPMENT AND STORAGE

Each head coach is responsible for the distribution and collection of all uniforms and equipment. They are also responsible for collecting the amount due for any equipment not checked back in. It is very important to keep accurate records on your inventory and provide this information to the Activities Director.

## CHANGING SPORTS

No individual will be allowed to change sports during a season unless both coaches involved agree that changing sports is for the benefit of the student involved. Be sure that all NSAA sit-out times are followed and that the Activities Director is made aware of the change so that eligibility forms can be sent in.

## NSAA RULES MEETINGS

Head coaches are reminded that they must attend one of the NSAA sponsored rules meetings for their particular sport. Head coaches are asked to relay any information on to their assistants.

## NSAA MORATORIUM POLICY

The NSAA has adopted a 5-day moratorium in December. During these days, the following rules are to be followed by all levels of activities:

-All high school facilities and/or other facilities used by high schools for competitive or practice purposes are not to be used by high school students or coaches/sponsors for competitive or practice purposes.

-No staff members may be present for any interscholastic practice in activities, as defined by the NSAA.

-There shall be no interscholastic practice or competition, either on or outside school premises, under the supervision of school employees or anyone who is associated with the school team or group as a volunteer coach or coach's aide.

-No staff member may initiate, coordinate, provide transportation or have any comment about the use of an off-campus facility by athletes in the school during the moratorium. Any suggestion of impropriety will not be tolerated.

-Any questions on interpretation should be directed to the Activities Director.

## HIRING OF OFFICIALS

The activities director will hire all officials with input from the head coaches. Concerns about officials shall be directed to the activities director.

## SCHEDULING OF GAMES

Schedules are made by the activities director in cooperation with the head coach. Coaches are not to schedule any event without first getting authorization from the activities director. Input and ideas will be welcomed before any decisions will be made.

## EVALUATIONS

Evaluations should be viewed as positive, necessary tools intended to assist coaches/sponsors in their efforts to make their specific programs the absolute best they can be. If handled professionally, the identification and discussion of a program's strengths and weaknesses should provide both the coach/sponsor and A.D. with a baseline of mutual agreement, and source of guidance, to initiate a plan to effectively and consistently better that program.

The activities director will conduct final evaluations for all head coaches. This will be a season-long process and will include practices, games, dealing with student-athletes, working with the Activities Director, and dealing with the community. A written evaluation will be completed at the end of the season. Coaches are to schedule a meeting with the Activities Director at the end of the season to review the evaluation.

## COACHING CLINICS

Coaches are expected to attend clinics for their particular sport or activity. Coaches attending a clinic that will interfere with class time must request a substitute well in advance. All coaches in the district are strongly encouraged to attend the NCA Summer Clinic or any other clinic they would deem beneficial for their sport/activity.

## CAMPS

Raymond Central coaches may conduct clinics in the summer as long as they follow NSAA guidelines. It is important that dates and facilities are scheduled early to avoid conflicts with other sports/activities. The first day that high school camps may be conducted is the Tuesday after Memorial Day and all camps must be concluded by July 31<sup>st</sup>.

## STATE TOURNAMENTS

Coaches may attend state tournaments when their teams do not qualify and will follow district policy for leave. The superintendent and principal will have final approval on these types of leave.

## NSAA CONSTITUTION AND BYLAWS

All coaches are responsible for knowing the rules and regulations regarding their activity. The NSAA Constitution and Bylaws can be found at [nsaahome.org](http://nsaahome.org)

# RAYMOND CENTRAL HIGH SCHOOL ACTIVITIES EVALUATION



COACH TO BE EVALUATED: \_\_\_\_\_

DATE: \_\_\_\_\_

EVALUATED BY: Activities Director/Administration

Evaluation Scale: MS = Meets Standard, NI = Needs Improvement.

## ***PERSONAL CHARACTERISTICS***

- |   |    |    |
|---|----|----|
| 1. Grooming & Dress (school, practice, contests).   | MS | NI |
| 2. Demonstrates emotional control (poise, appropriate language, respect for competitors, coaches, referees) | MS | NI |
| 3. Displays enthusiasm, energy, and motivation.   | MS | NI |
| 4. Displays integrity and professionalism.  | MS | NI |

## ***PROFESSIONAL CHARACTERISTICS***

- |   |    |    |
|---|----|----|
| 1. Communicates effectively with students, parents, and administration.                               | MS | NI |
| 2. Works cooperatively with junior high and youth programs to develop an overall coordinated program. | MS | NI |
| 3. Utilizes organizational skills in practices and contests.  | MS | NI |
| 4. Rapport with coaching staff.   | MS | NI |
| 5. Improvement of specific skill levels during season.  | MS | NI |
| 6. Knowledge of NSAA rules governing the activity.  | MS | NI |
| 7. Is accurate, professional, and timely dealing with AD/Administration.                              | MS | NI |
| 8. Continues to improve through Professional Development (camps, clinics, and workshops).             | MS | NI |
| 9. Follows all district policies including student and activities handbooks.                          | MS | NI |
| 10. Continually promotes sportsmanship at practices and games.  | MS | NI |
| 11. Promotes off-season development (skills, strength, conditioning, camps, honor activities).        | MS | NI |

## ***COACHING CHARACTERISTICS***

- |   |    |    |
|---|----|----|
| 1. Demonstrates active participation in practice & games.                                     | MS | NI |
| 2. Demonstrates knowledge of the activity.  | MS | NI |
| 3. Demonstrates & incorporates safety applications (practice, games, trips).                  | MS | NI |
| 4. Utilizes consistent disciplinary actions (individual & team).                              | MS | NI |
| 5. Supervision of participants before & after practices, contests, locker rooms, & bus trips. | MS | NI |

- |  |    |    |
|--|----|----|
| 6. Incorporates positive public relations (school, community, news, media, articles, participant recognition, etc.). | MS | NI |
| 7. Administers proper care of equipment & facility.  | MS | NI |
| 8. Works to create team goals & expectations for their activity.   | MS | NI |
| 9. Promotes overall support of the Activities Program of the school district.  | MS | NI |
| 10. Supports the educational philosophy of the district, stressing academics.  | MS | NI |

***What are two things to improve on for next season?***

1.

2.

***What are two strengths to build on for next season?***

1.

2.

Activities Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***ADDITIONAL COMMENTS***

# POST-SEASON HEAD COACHES EVALUATION

(TO BE COMPLETED BY THE PARENT)

**HEAD COACH:** \_\_\_\_\_ **GRADE YOUR CHILD IS IN:** \_\_\_\_\_

As a part of our continuing efforts to improve the extra-curricular programs at Raymond Central High School, we would appreciate your cooperation in completing this assessment on the sports program that your student-athlete has just completed.

**Please respond to each of the following statements by selecting one of the numeric choices:**

**1=** strongly disagree

**3=** slightly disagree

**5=** strongly agree

**2=** disagree

**4=** agree

**NA=**Not Applicable

## **GENERAL COMMUNICATION:**

- |  |          |          |          |          |          |           |
|--|----------|----------|----------|----------|----------|-----------|
| 1. Coach provides clear rules and expectations to team members and parents.      | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 2. Coach provides open lines of communication with parents.                      | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 3. Practice/game times, schedules, and itineraries are effectively communicated. | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 4. Coach acknowledges individual and team accomplishments.                       | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 5. Coach encourages and supports effort-not just outcomes.                       | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

## **PROFESSIONALISM:**

**The Coach:**

- |  |          |          |          |          |          |           |
|--|----------|----------|----------|----------|----------|-----------|
| 6. Develops respect by appearance, behavior, language and conduct. | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 7. Maintains individual and team discipline and control.           | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 8. Displays enthusiasm and interest in coaching.                   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 9. Reinforces enthusiasm and positive attitudes.                   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |
| 10. Uses appropriate language.                                     | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>NA</b> |

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**OTHER COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POST-SEASON HEAD COACHES EVALUATION**  
(TO BE COMPLETED BY THE STUDENT-ATHLETE)

HEAD COACH: \_\_\_\_\_ GRADE: \_\_\_\_\_

As a part of our continuing efforts to improve the extra-curricular programs at Raymond Central High School, we would appreciate your cooperation in completing this assessment on the sports program that you have just completed.

**Please respond to each of the following statements by circling one of the choices below:**

1= strongly disagree  
2= disagree

3=slightly disagree  
4= agree

5=strongly agree  
NA=Not Applicable

**GENERAL COMMUNICATION:**

- |   |              |
|---|--------------|
| 1. Coach provides clear rules and expectations to team members and parents.     | NA 1 2 3 4 5 |
| 2. Coach provides open lines of communication with parents.                     | NA 1 2 3 4 5 |
| 3. Practice/game times, schedules and itineraries are effectively communicated. | NA 1 2 3 4 5 |
| 4. Coach acknowledges individual and team accomplishments.                      | NA 1 2 3 4 5 |
| 5. Coach encourages and supports effort – not just outcomes.                    | NA 1 2 3 4 5 |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLAYER COMMUNICATION:**

- |  |              |
|--|--------------|
| 6. Individual players' roles on the team are communicated.                         | NA 1 2 3 4 5 |
| 7. Opportunities for constructive dialogue among players and coaches are provided. | NA 1 2 3 4 5 |
| 8. Coaches give constructive feedback appropriately.                               | NA 1 2 3 4 5 |
| 9. Coach communicates ideas and directions clearly and concisely.                  | NA 1 2 3 4 5 |
| 10. Coaches use appropriate language.  | NA 1 2 3 4 5 |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL INSTRUCTION:**

- |  |              |
|--|--------------|
| 11. Coach is well-versed and knowledgeable in matters pertaining to the sport. | NA 1 2 3 4 5 |
| 12. Coach is fair and understanding with team members.                         | NA 1 2 3 4 5 |
| 13. Player's skill development improved over the course of the season.         | NA 1 2 3 4 5 |
| 14. The extent to which the team was prepared for contests.                    | NA 1 2 3 4 5 |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRACTICES:**

- |   |              |
|---|--------------|
| 15. Coach develops and utilizes a well-organized practice schedule. | NA 1 2 3 4 5 |
| 16. Coach utilizes a variety of techniques and drills to instruct.  | NA 1 2 3 4 5 |
| 17. Practices maximize participation.                               | NA 1 2 3 4 5 |
| 18. Coach utilizes effective conditioning practices.                | NA 1 2 3 4 5 |
| 19. Skills are taught in a safe manner.                             | NA 1 2 3 4 5 |

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONALISM:**

**The Coach:**

- |   |              |
|---|--------------|
| 20. Develops respect by appearance, behavior, language and conduct.               | NA 1 2 3 4 5 |
| 21. Maintains individual and team discipline and control.                         | NA 1 2 3 4 5 |
| 22. Shows an interest in athletes in classroom efforts and off-season activities. | NA 1 2 3 4 5 |
| 23. Displays enthusiasm and interest in coaching.                                 | NA 1 2 3 4 5 |
| 24. Maintains high standards for performance and conduct.                         | NA 1 2 3 4 5 |
| 25. Reinforces enthusiasm and positive attitudes.                                 | NA 1 2 3 4 5 |
| 26. Discusses and expects good sportsmanship.                                     | NA 1 2 3 4 5 |

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER AREAS:**

- |  |              |
|--|--------------|
| 27. Opportunities for off-season conditioning. | NA 1 2 3 4 5 |
| 28. Overall enjoyment of the season.           | NA 1 2 3 4 5 |

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please give us your input on the assistant coaches that worked with you during the season. It is fine to use their names:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER COMMENTS:**

\_\_\_\_\_

**RAYMOND CENTRAL PUBLIC SCHOOLS  
ACCIDENT REPORT  
REPORT OF STUDENT INJURY**

(PLEASE CIRCLE SCHOOL WHERE ACCIDENT HAPPENED)  
RC - 7-12      CERESCO      VALPARAISO      BUS

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

DATE OF ACCIDENT \_\_\_\_\_ LOCATION \_\_\_\_\_

APPROXIMATE TIME OF ACCIDENT \_\_\_\_\_

NAME OF STAFF/BUS DRIVER SUPERVISING AT TIME OF INJURY \_\_\_\_\_

NAME OF ADMINISTRATOR NOTIFIED \_\_\_\_\_

ACTIVITY LEADING TO INJURY \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF INJURY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE FIRST AID GIVEN \_\_\_\_\_

\_\_\_\_\_

HAS PROFESSIONAL HELP BEEN GIVEN? DESCRIBE \_\_\_\_\_

\_\_\_\_\_

HOW WAS PARENT NOTIFIED? \_\_\_\_\_

WHO NOTIFIED PARENT? \_\_\_\_\_

WAS CHILD SENT HOME? \_\_\_\_\_

DO YOU HAVE ANY RECOMMENDATIONS THAT WOULD ELIMINATE OR REDUCE THE  
FREQUENCY OF THIS TYPE OF ACCIDENT? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STAFF/BUS DRIVER

PRINCIPAL

PLEASE SEND COPY TO SUPERINTENDENT

7.13. 2017-2019 Cooperative Baseball Agreement - Consider, discuss, and take all necessary action



RAYMOND CENTRAL MUSTANGS  
 School Activities Association  
 1000 S. 10th Street  
 Raymond, NE 68427

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**AGREEMENT FOR COOPERATIVE SPONSORSHIP:**

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW  RENEWAL

This Agreement is made between/among the School Boards of:

- School District No. 161, Raymond Central, Nebraska and
- School District No. 148, Malcolm, Nebraska and
- School District No. 0, Select School, Nebraska and
- School District No. 0, Select School, Nebraska.

The parties agree as follows:

1. **Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (June 1 for fall activities, September 1 for winter activities or January 1 for spring activities) 2017, for approval for cooperative sponsorship of a joint high school program.

*Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.*

FALL	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input type="checkbox"/> BCC	<input type="checkbox"/> GCC	<input type="checkbox"/> GGO	<input type="checkbox"/> BTE	<input type="checkbox"/> SB	<input type="checkbox"/> UBO	<input type="checkbox"/> PP
WINTER	<input type="checkbox"/> BSW	<input type="checkbox"/> GSW	<input type="checkbox"/> WR	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> SP	<input type="checkbox"/> DE				
SPRING	<input checked="" type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input type="checkbox"/> GTE	<input type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO				
OTHER	<input type="checkbox"/> VM	<input type="checkbox"/> IM	<input type="checkbox"/> JO								

hereinafter "combined program," for students attending the above-named schools for years:

- 2017-2018
- 2018-2019
- 2019-2020

(Check all school years to be covered.)

2. **Purpose.** The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

- a. Malcolm and Raymond Central would like to start baseball programs of their own but don't have the numbers to sufficiently survive alone. The proximity of the schools allows for an easy combination of kids to have one team.
- b. Malcolm has previously not had spring baseball and this would allow them to now have an opportunity to play. Raymond Central had previously been in a co-op with Wahoo and Lincoln Lutheran, but with the addition of Bishop Neumann and an increase in numbers, this led Raymond Central to look to start their own program.
- c.

d.

3. **Agreement to Cooperate.** If the joint application is approved by the NSAA Board of Directors, the above-named governing boards agree that they will cooperatively sponsor the combined program in the school years specified, provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. **Terms and Conditions of Cooperative Sponsorship.** Any combined program shall be cooperatively sponsored upon the following terms and conditions:

a. **Team Name, Mascot and Team Colors.** The team shall be known as (Name)

(Mascot) \_\_\_\_\_, with School District No. 161 \_\_\_\_\_ serving as host school district. The team colors are \_\_\_\_\_

b. **Contracts.** Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals, or with other schools or school districts, shall be made by the governing board of School District No. 161 \_\_\_\_\_, after consultation with the governing board of the cooperating school district. **In the event this co-op qualifies for reimbursement for any state championships, the check should be written to the head school.**

c. **Allocation of Costs.** All costs of the combined program shall be allocated between/among the parties in the manner indicated below for each expenditure category listed:

I. Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.)

Daily practices will be the responsibility of the students with regards to transportation. Schools will work together for transportation to contests with either one providing bus(es) or vans.

II. Expenses for transportation to "away contests." (Specify method of allocation.)

Expenses for transportation will be split evenly between the schools. Schools will determine pick-up locations and logistics depending on which way students are traveling to the away contest.

III. Expenses for spectator buses. (Specify method of allocation.)

n/a

IV. Expenses for facilities, lights, heating, showers, towels, laundry, etc., of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.)

Malcolm and Raymond Central will split hosting practices and home contests. All costs will be split evenly between the schools. Malcolm and Raymond Central will be responsible for maintaining their respective home fields.

V. Expenses for banquets and awards. (Specify method of allocation.)

Each school will provide the necessary awards for their respective banquets if applicable.

VI. Expenses for scouting, coaches' meetings and workshops. (Specify method of allocation.)

Each school will split the cost of these expenses.

VII. Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.)

Each school will split the cost of these expenses.

VIII. Expenses for purchasing of supplies and equipment. (Specify method of allocation.)

Each school will split the cost of these expenses.

IX. Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.)

Each school will split the cost of these expenses.

## X. Other expenses. (Specify method of allocation.)

Total expenses for the season will be split at the end of the year with each school paying 50%.

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between/among the cooperating parties.

- d. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel in the following manner: (Specify method of allocation.)

Gate receipts will be kept by the hosting school. We will allocate for it in our budget to help offset costs for the program together.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner: (Specify method of allocation.)

To make up any deficit after gate receipts are accounted for, the schools will split the remaining cost 50% each.

- e. Concessions. The provision of concessions at home contests shall be the responsibility of the home location school, and concession revenues shall not be covered by the provisions of this Agreement unless the parties specifically agree to the contrary herein.

- f. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

- g. Employment of Personnel.

I. The head coach of the combined program shall be employed by the school board of School District No. 148

II. Other joint program personnel, if any, shall be employed as follows:

POSITION

EMPLOYER

III. Recommendations for employment of personnel by each board shall be in accordance with the board's policies.

IV. Coaches and other personnel employed by a school district shall meet applicable state requirements.

- h. Control and Supervision of Programs and Participants. The control and supervision of a combined program, and of the behavior of student participants in the program, shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.
6. Resolution of Disputes. Any disputes relating to this Agreement, or items in this Agreement requiring clarification, will be investigated by the school superintendents from each school, and they will present their findings and recommendations to their respective boards.
7. Term, Dissolution. The term of this Agreement shall be for school years 2017 and 2018. The Agreement shall terminate at the end of the last school year specified, unless extended by mutual agreement. If the parties determine to extend the Agreement beyond the period specified, they agree to submit a "Cooperative Program Renewal Agreement" form to the NSAA Board of Directors prior to June 1 for fall activities, September 1 for winter activities and January 1 for spring activities, preceding the school year or season in which the coop program is to be implemented. If the parties determine to dissolve the Agreement at an earlier date, they agree to submit an application requesting dissolution by April 1 of the school year prior to the school year in which dissolution is requested, i.e., April 1, 2017, for dissolution for the 2017-2018 school year. If the early dissolution of the Agreement is not approved, the combined program must be offered cooperatively, or not at all, during the remaining terms of the Agreement.
8. Liability, Insurance. Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officers, agents and employees. Each party shall carry liability insurance in the amount of \$ 5,000,000 for any claimant and \$ 5,000,000 for any number of claims arising out of a single occurrence. The policy shall name the officers, agents and employees of the other party as named insured. Each party shall provide the other party with a certificate evidencing such insurance coverage.

**Status of Cooperative Sponsorship Agreement Forms required of each school:**

1. Raymond Central has not yet submitted their Cooperative Sponsorship Agreement Form
2. Malcolm has not yet submitted their Cooperative Sponsorship Agreement Form

*Once all of the schools have completed their individual Cooperative Sponsorship Agreement Forms, the final portion of this application will be shown below for you to complete and submit to the NSAA office.*

Save & Continue

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The main application form was successfully saved. Please complete the following form, which is required of each school in the proposed cooperative agreement.

### COOPERATIVE SPONSORSHIP:

The following information is to be provided by each school before the application form can be submitted to the NSAA.

**SCHOOL: Raymond Central**

- Please list the number of students enrolled in your high school.

	GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
Current School Year:	22	34	17	31	39	23	21	28
Anticipated Next Year:	24	27	22	34	17	31	39	23
Anticipated Two Years Hence:	16	23	24	27	22	34	17	31

Board Member

introduced the following resolution and moved its adoption:

### Resolution Approving Cooperative Sponsorship Agreement

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Baseball program.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of School District No. 161, as follows:

- That the attached Cooperative Sponsorship Agreement do and hereby is approved;
- That the Chair and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Nebraska School Activities Association; and
- That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school(s) or school district(s).

The motion for adoption of the foregoing resolution was duly seconded by Board Member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Chair, Board of Education

Clerk, Board of Education

Save

7.14. Review of Technology Plan

7.15. 2017-2018 School District Renewal Fee - Consider, discuss, and take all necessary action

---

## Summary of Insurance

# Raymond Central Public Schools

2017 Renewal

Property

General Liability

Auto

Crime

Inland Marine

LineBacker

Umbrella

Cybersolutions

Workers Compensation

Provided by:

**Loren D. Sweigard, CIC**  
**INSPRO, Inc.**

4000 Pine Lake Road  
P.O. Box 6847  
Lincoln, NE 68506



[www.insproins.com](http://www.insproins.com)

## YOUR INSPRO TEAM

INSPRO is committed to understand and focus on your company's specific risk control and insurance needs.

Because your firm's operations and exposures are unique, INSPRO has assembled a team of professionals, each having a specific area of expertise and experience. These individuals are prepared to serve you and your company today.

### Account Executive

**Loren D. Sweigard, CIC**

[LSweigard@insproins.com](mailto:LSweigard@insproins.com)

Phone: 402.484.4891

### Account Manager

**Laura B. Paulsen, CISR**

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### Risk Management & Loss Control Specialist

**Teague Lottman**

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Phone: 402.333.5700

### Workers Compensation Consultant

**Helen Hoffman, CRM, CIC, RWCS**

[hhoffman@insproins.com](mailto:hhoffman@insproins.com)

Phone: 402.484.4895

### Client Services Coordinator

**Britney Bandars**

[bbandars@insproins.com](mailto:bbandars@insproins.com)

Phone: 402.484.3954

### Claims Manager

**Scott Wagner, CIC, CISR**

[swagner@insproins.com](mailto:swagner@insproins.com)

Phone: 402.484.4896

Fax: 402.484.3936

## CONTACT INFORMATION

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Lincoln, NE 68506

402.483.4500  
800.946.7776  
(Within Nebraska)  
800.373.9770  
(Outside Nebraska)

Fax: 402.483.7977  
[www.insproins.com](http://www.insproins.com)



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

# INSPRO Insurance Values

## Mission Statement

INSPRO Insurance, guided by our core values, will be a leader in our marketplace by providing the best consultation, service and protection for our clients while actively participating in and making contributions to our communities.

## Core Values

### *Partner*

INSPRO considers our clients, insurance carriers and our staff to be partners in our mutual success, placing their interests at an equal priority with our own.

### *Client Focus*

INSPRO understands that we must focus on and understand our clients' needs. We must deliver service and expertise that exceeds their expectations and protects their interests.

### *Integrity*

INSPRO expects every member of our staff to act with integrity. We will always try to do the right thing, we will treat others with respect, we will behave in an ethical manner and we will remain professional in all of our actions.

### *Employee Value*

INSPRO will employ talented, motivated and committed employees as they are essential to our success. We will provide a challenging and professional work environment for our staff, which will include opportunities for advanced education, personal and professional development.

### *Growth*

INSPRO is committed to growing and expanding the resources we make available to our clients. We are committed to responsible growth and will make intelligent, meaningful advances in our company's capabilities so we can continue to serve our partners to further their best interest.

### *Gratitude*

Every INSPRO associate is aware that having the opportunity to serve our clients is the sole reason for our company's existence. We appreciate those opportunities and are grateful to every one of our clients for the confidence they place in us.



Raymond Central Public Schools  
Policy #2A84237  
09/01/2016 to 09/01/2017  
Employers Mutual Insurance

## LOCATION SCHEDULE

LOC #	STREET ADDRESS	CITY	STATE	ZIP CODE
1	1800 West Agnew Road	Raymond	NE	68428
2	406 E 3rd Street	Valparaiso	NE	68065
3	114 S 3rd Street	Ceresco	NE	68017
4	Unknown	Ceresco	NE	68017



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

## COMMERCIAL PROPERTY

### Blanket Property Values:

Blanket #1 Combined Building & Personal Property

Expiring Limit: \$37,293,300

Renewal Limit: \$38,374,290

### Location #1 - 1800 West Agnew Road , Raymond , NE 68428

BDG #	BUILDING DESCRIPTION	COVERAGE	BLK #	CAUSE OF LOSS	COINS %	VA L	EXPIRING LIMIT	RENEWAL LIMIT	DED
1	High School	Building	1	SPC	90	R	\$20,792,600	\$21,892,600	\$3,000
1	High School	Business Personal Property	1	SPC	90	R	\$5,198,200	\$5,198,200	\$3,000
2	Poles & Lights	Property in the Open	1	SPC	90	R	\$135,200	\$142,000	\$3,000
19	Entrance Sign	Property in the Open	1	SPC	90	R	\$8,700	\$8,700	\$3,000
20	Scoreboard	Property in the Open	1	SPC	90	R	\$14,800	\$15,500	\$3,000
3	Storage Building for Football Gear	Building	1	SPC	90	R	\$3,300	\$3,300	\$3,000
4	Pump House #1	Property in the Open	1	SPC	90	R	\$18,000	\$18,900	\$3,000
4	Pump House #1	Business Personal Property	1	SPC	90	R	\$5,400	\$5,400	\$3,000
5	Storage Shed	Building	1	SPC	90	R	\$45,500	\$47,800	\$3,000
5	Storage Shed	Business Personal Property	1	SPC	90	R	\$5,200	\$5,200	\$3,000
6	Concession Stand/Press Box	Property In the Open	1	SPC	90	R	\$164,700	\$172,900	\$3,000
6	Concession Stand/Press Box	Business Personal Property	1	SPC	90	R	\$48,700	\$48,700	\$3,000
7	Bus Barn	Building	1	SPC	90	R	\$419,600	\$419,600	\$3,000
7	Bus Barn	Business Personal Property	1	SPC	90	R	\$160,300	\$160,300	\$3,000
8	Modular Classroom	Building	1	SPC	90	R	\$69,800	\$73,300	\$3,000
3	Storage Building for Football Gear	Business Personal Property	1	SPC	90	R	\$5,900	\$5,900	\$3,000
8	Modular Classroom	Business Personal Property	1	SPC	90	R	\$10,500	\$18,300	\$3,000
21	Pump House #2 (Loc 4)	Property in the Open - Pump House #2	1	SPC	90	R	\$18,200	\$19,100	\$3,000
21	Pump House #2 (Loc 4)	Business Personal Property - Pump House #2	1	SPC	90	R	\$27,100	\$27,100	\$3,000
22	Generator #1 (loc 4)	Property in the Open - Generator #1	1	SPC	90	R	\$17,100	\$18,000	\$3,000
23	Generator #2 (loc 4)	Property in the Open - Generator #2	1	SPC	90	R	\$22,700	\$23,800	\$3,000
24	Transformer	Property in the	1	SPC	90	R	\$22,700	\$23,800	\$3,000



(loc 4)

Open - Transformer

**Location #2 - 406 E 3rd Street , Valparaiso , NE 68065**

BDG #	BUILDING DESCRIPTION	COVERAGE	BLK #	CAUSE OF LOSS	COINS %	VAL	EXPIRING LIMIT	RENEWAL LIMIT	DED
1	Elementary School	Building	1	SPC	90	R	\$7,522,200	\$7,562,300	\$3,000
1	Elementary School	Personal Property	1	SPC	90	R	\$1,884,200	\$1,890,600	\$3,000

**Location #3 - 114 S 3rd Street , Ceresco , NE 68017**

BDG #	BUILDING DESCRIPTION	COVERAGE	BLK #	CAUSE OF LOSS	COINS %	VAL	EXPIRING LIMIT	RENEWAL LIMIT	DED
1	New Elementary School	Building	1	SPC	90	R	\$3,817,400	\$3,836,200	\$3,000
1	New Elementary School	Personal Property	1	SPC	90	R	\$966,300	\$966,300	\$3,000
2	Playground Equipment	Building	1	SPC	90	R	\$10,800	\$11,300	\$3,000

**Location #4 - Unknown , Ceresco , NE 68017**

BDG #	BUILDING DESCRIPTION	COVERAGE	BLK #	CAUSE OF LOSS	COINS %	VAL	EXPIRING LIMIT	RENEWAL LIMIT	DED
1	Storage	Building - Storage	1	SPC	90	R	\$21,900	\$23,000	\$3,000

**PROPERTY POLICY LEVEL COVERAGE**

COVERAGE DESCRIPTION	LIMITS	DED
Schools – Property of Premises & In Transit	\$50,000	\$1,000
Wind and Hail Deductible	N/A	\$5,000
Equipment Protection Endorsement		
School Flood Coverage Endorsement		
School Earthquake/Volcanic Eruption		



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

## BUSINESS INCOME WORKSHEET

1.	Estimated months of shut-down	Months
2.	From their income statement, determine the <b>consecutive</b> months which generate the largest loss, using the number of months from #1	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec
3.	For those months, add up the net profit, payroll and all expenses	\$
4.	Anticipated growth for the next year	l.      %
5.	Business Income Limit (#3 multiplied by #4)	\$
6.	From their income statement, determine the annual income	\$
7.	From their income statement, determine the annual cost of goods sold	\$
8.	Subtract #7 from #6	\$
9.	Anticipated growth for the next year (use same % as #4)	l.      %
10.	Annual business income (#8 multiplied by #9)	\$
11.	Divide #5 by #10	%
12.	Round down to the nearest "10's". This is the coinsurance percentage.	%
13.	Estimated Extra Expense requirement	\$
14.	Total Business Income/Extra Expense Limit (#5 plus #13)	\$

**COMMENTS:**

Completed By \_\_\_\_\_

\_\_\_\_\_ Date



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## COMMERCIAL GENERAL LIABILITY

Occurrence Form

COVERAGE	LIMIT
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$500,000
Medical Expense (Any one Person)	\$10,000

ADDITIONAL COVERAGES	LIMIT	DED
School Violent Event Response Coverage \$25,000 each person limit	\$500,000/ \$500,000	\$0
Employee Benefit Liability	\$1,000,000/ \$2,000,000	\$1,000
General Liability Elite School Extension		
Trampoline Exclusion		
Extension of Personal & Advertising Injury Liability		

## CLASSIFICATION SCHEDULE

CLASS CODE	DESCRIPTION	EXPOSURE	PREM RATE
44194	Nf Profit - Grandstands Or Bleachers	1 Each	116.290
47469	Schools-faculty Liability For Corporal	104 Pupils	5.554
47473	Schools-public-high	299 Pupils	5.698
87500	Employee Benefit Liability	206 Employees	110.000
87777	Sexual Abuse Or Sexual Misconduct	625 Pupils	
47471	Schools-public-Elementary, Kindergarten or Junior High	218 Pupils	4.337
47471	Schools-public-Elementary, Kindergarten or Junior High	108 Pupils	4.337
87818	Violent Event Response	625 Pupils	N/A



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

## INLAND MARINE

### SCHEDULED CONTRACTORS EQUIPMENT- \$250 DED ACV

**Total Value: \$18,225**

ITEM #	DESCRIPTION	SERIAL NUMBER	LIMIT
1	John Deere 30 B Industrial Tractor-Loader		\$4,500
2	Massey Ferguson 1225 Mower/Tractor 25 HP		\$2,500
3	John Deere TX Gator 4 Wheeler	W0X2XD033366	\$5,975
4	Versamatic Windsor Vaccums		\$2,250
5	Clarke AUTomatic Scrubber 17 inch		\$3,000

### CONTRACTORS TOOLS - \$250 DED ACV

**Total Value: \$7,000**

ITEM #	DESCRIPTION	LIMIT
1	Maximum for any one item \$2,500	\$7,000

### LEASED OR RENTED EQUIPMENT- \$250 DED ACV

**Total Value: \$25,000**

ITEM #	DESCRIPTION	LIMIT
1	Leased & Rented Equipment	\$25,000

### ELECTRONIC DATA PROCESSING EQUIPMENT; \$250 DED

**Total Value: \$1,628,174**

ITEM #	DESCRIPTION	LIMIT
1	Catastrophe Limit In Any One Occurrence	\$814,087
2	Hardware - Loss at Any One Location	\$682,436
3	Software - Loss at Any One Location	\$124,151
4	Income Coverage - Loss at Any One Location	\$7,500

### SCHEDULED PROPERTY FLOATER; \$250 DED

**Total Value: \$5,850**

ITEM #	DESCRIPTION	LIMIT
1	Radio Equipment - In Transit or Off Premises	\$5,850



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**MUSICAL INSTRUMENTS; \$500 DED**  
**Total Value: \$166,945**

ITEM #	DESCRIPTION	LIMIT
1	School Owned Musical Instruments	\$166,945

**CAMERAS; \$500 DED**  
**Total Value: \$10,156**

ITEM #	DESCRIPTION	LIMIT
1	Cameras - Excluding Motion Picture Producers	\$10,156



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

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## COMMERCIAL AUTOMOBILE

COVERAGE	SYMBOL	LIMIT
Combined Single Limit	1	\$1,000,000
Medical Payments	2	\$2,000
Uninsured Motorists – Bodily Injury	2	\$1,000,000
Underinsured Motorists – Bodily Injury	2	\$1,000,000
Hired Auto Liability	8	\$1,000,000
Non-Owned Auto Liability	9	\$1,000,000
PHYSICAL DAMAGE COVERAGES		
Comprehensive – See Schedule	7	
Collision – See Schedule	7	

### \*\*\* OWNERSHIP OF AUTOS \*\*\*

**This policy only covers those autos owned or hired by the entity listed as the Named Insured. If any of the autos scheduled for coverage are owned by another individual or entity other than the Named Insured, you must notify us of the ownership of those autos immediately so that we can arrange for proper insurance coverage.**

ADDITIONAL COVERAGES
Lessor- Additional Insured/Loss Payee
Rental Vehicle Extensions
Commercial Auto Amendment Schools
Additional Insured - Designated Person or Organization - Ryder Truck
Additional Insured - Designated Person or Organization - Penske Truck Leasing Co
Employees as Insureds



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

SYMBOL		DESCRIPTION OF COVERED AUTO DESIGNATION SYMBOLS
1	Any "Auto"	**Requires that all owned automobiles be reported and scheduled at inception and each renewal and that owned vehicles are not removed from the schedule during the policy term.
2	Owned "Autos" Only	Only those "autos" you own (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" you acquire ownership of after the policy begins.
7	Specifically Described "Autos"	Only those "autos" described in Item Three of the Declarations for which a premium charge is shown (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to any power unit described in Item Three).
8	Hired "Autos" Only	Only those "autos" you lease, hire, rent or borrow. This does not include any "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
9	Non-owned "Autos" Only	Only those "autos" you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households but only while used in your business or your personal affairs.



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## VEHICLE SCHEDULE

VEH YEAR	VEHICLE MAKE	VEHICLE MODEL	VIN	COMP DED	COLL DED
1995	IHC	65 passenger	SH631227	\$500	\$500
1996	IHC	65 passenger	H409507	\$500	\$500
1999	International	3800	1HVBBAAN5XH678574	\$500	\$500
2003	Ford	VAN	1FBSS31L33HA61415	\$500	\$500
2006	IHC	CESB	4DRBUAAM46B258423	\$500	\$500
2007	Thomas	SAF-T Liner C2	4UZABRCS98CY42535	\$500	\$500
2008	International	200	4DRBUAFL68B531848	\$500	\$500
2007	Chevrolet	Mid	1GBJG316671249478	\$500	\$500
2007	Ford	Freestar	2FMZA52287BA24728	\$500	\$500
2011	Thomas	65 passenger	4UZABRDT3BCAX2253	\$500	\$500
2010	Ford	E350	1FBNE3BL9ADA78033	\$500	\$500
2010	Ford	E350 10 passenger	1FBNE3BL9ADA57912	\$500	\$500
2012	Chevrolet	Silverdo 2500	1GCOKVCGOCZ194805	\$500	\$500
2013	Lion	71 passenger	4VZJN2A94DC076211	\$500	\$500
2014	Ford	VAN	1FBNE3BL2EDA90501	\$500	\$500
2014	FORD	VAN	1FBNE3BL5EDA93019	\$500	\$500
2017	Thomas	SAF-T Liner C2	4UZABRDT0HCHV2622	\$500	\$500
2017	Thomas	SAF-T liner C2	4UZABRDT9HCHV2621	\$500	\$500



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

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## SCHEDULE OF DRIVERS

DRIVER NAME	LICENSE STATE
Matthew S. Smith	NE
Becky A. Studebaker	NE
Bryan Brandenburgh	NE
Allen A. Mumm	NE
Bradley R. Breitzkreutz	NE
David A. Wiese	NE
Leann S. Wiese	NE
Phillip J. Carlson	NE
David A. Christensen	NE
Jean Danley	NE
Janet E. Dannelly	NE
Shelly L. Dostal	NE
Carolyn M. Enevoldsen	NE
Nikole L. Farr	NE
Kolin S. Haecker	NE
Michael J. Henderson	NE
Pauline R. Henderson	NE
Paul W. Hull	NE
Nicole L. Hummel	NE
Ronald L. States	NE
Tina M. Johnson	NE
Floyd T. Maresh	NE
James M. Marsh	NE
Sonya R. Matulka	NE
Harold R. Pester	NE
Cynthia L. Peterson	NE
Dale R. Rasmussen	NE
Pamela D. Rasmussen	NE
Jean M. Rempfer	NE
David L. Schnell	NE
Delores K. Smith	NE
Frederick D. Spale	NE
Laura M. Trautman	NE
Kristine M. White	NE
Steve L. Rose	NE
Allen A. Mumm	NE
Jordan H. Luke	NE
Seth A. Strouf	NE
Katie Jo Wright	NE
Nancy K. Niemann	NE
Rebecca L. Parks	NE



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Kayla M. Benes	NE
Jody Albrecht	NE
Virginia Unverferth	NE
Douglas Dexter	NE
Mikeala Ezell	NE
Meredith M. Hoxmeier	NE
Melissa Throener	NE
Corey T. Serrano	NE
Marlene M. Donahue	NE
Thomas Laing	NE
Paul E. Hass Jr.	NE
Jamie Enevoldsen	NE
Lana Robinson	NE
Jeffrey Nelson	NE
Garret Lorenzen	NE
Kent Millington	NE
Virginia M. Unverferth	NE
Melani Nelson	NE
Stacey Doan	NE



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

## GARAGEKEEPERS LIABILITY

Liability for damages to covered automobiles in your care, custody and control.

LIABILITY BASIS	
X	Direct Primary
	Legal Excess

X	Comprehensive – Damages from any cause except a covered auto’s collision with another object or overturn
	Specified Perils (fire, explosion, theft, vandalism, malicious mischief)
X	Collision -Damages caused by the covered auto’s collision with another object or overturn

GARAGEKEEPERS - COLLISION	
Location #: 1	Limit of Coverage at this Location: \$22,500
Deductible:	\$100

GARAGEKEEPERS - OTHER THAN COLLISION	
Location #: 1	Limit of Coverage at this Location: \$22,500
Deductibles:	Per Vehicle: \$100
	Per Incident: \$500



Raymond Central Public Schools  
Policy #2K84237  
09/01/2016 to 09/01/2017  
Employers Mutual Insurance

## EMC LINEBACKER

COVERAGE	LIMIT	DED	AGGREGATE
Public Officials Liability Retroactive Date: 09/25/1990	\$1,000,000	\$2,500	\$1,000,000



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Raymond Central Public Schools  
 Policy #2Q84237  
 09/01/2016 to 09/01/2017  
 Employers Mutual Insurance

## CYBERSOLUTIONS

COVERAGE	LIMIT	DED
Response Expenses Limit		
• Legal Review Sublimit	\$25,000	\$1,000
• Forensic IT Review Sublimit	\$25,000	\$1,000
• Named Malware Sublimit	\$50,000	\$1,000
• Public Relations Sublimit	\$10,000	\$1,000
• Regulatory Fines and Penalties	\$25,000	\$1,000
• PCI Fines and Penalties	\$25,000	\$1,000
Data Compromise Defense and Liability		
• Named Malware Sublimit	\$50,000	\$1,000
Identity Recovery		
• Identity Recovery Limit	\$25,000	\$0
Cyber Coverage – Computer Attack		
• Loss of Business Sublimit	\$25,000	\$1,000
• Public Relations Sublimit	\$10,000	\$1,000
• Cyber Extortion	\$10,000	\$1,000
Network Security Defense and Liability	\$50,000	\$1,000



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Raymond Central Public Schools  
Policy #2F84237  
09/01/2016 to 09/01/2017  
Employers Mutual Insurance

## CRIME

COVERAGE	LIMIT	DED
Employee Theft	\$50,000	\$250
Money & Securities Inside Premises	\$3,000	\$0
Money & Securities Outside Premises	\$3,000	\$0



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Raymond Central Public Schools  
Policy #054035203  
09/01/2016 to 09/01/2017  
SFM Mutual Insurance Co

## WORKERS COMPENSATION COVERAGE

**A. Workers Compensation Insurance - Applies to the Workers Compensation Law of the states listed here:**

NE

**NOTICE:** If, at the effective date of this policy, you (your company insured by this policy) have work or jobs in any state that is not listed on this policy as a covered state, coverage will **NOT** be afforded unless you notify your agent within 30 days of the policy effective date.

**B. Employers Liability – Applied to Work in Each State Listed in Section A.**

**LIMIT**

Each Accident	\$500,000
Disease – Policy Limit	\$500,000
Disease – Each Employee	\$500,000

**C. Other States Insurance – Applies to All States Except Those Listed Here:**

AZ , CO , FL , IA , IL , IN , KS , MN , MO , MT , NV , OK, SD, WI and States Designated in Item A.  
Above



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Raymond Central Public Schools  
 Policy #054035203  
 09/01/2016 to 09/01/2017  
 SFM Mutual Insurance Co

## WORKERS' COMPENSATION CLASSIFICATION SCHEDULE

State: NE

CODE	CLASSIFICATION DESCRIPTION	RATE	RENEWAL RATE	ANNUAL PAYROLL	RENEWAL PREMIUM
8868	Colleges or Schools Profession	0.52	0.49	\$4,226,957	\$4,391,758
9101	Colleges or Schools All Other	4.46	4.00	\$340,956	\$365,712
7380	Drivers, Chauffeurs & Their Helpers	5.62	5.74	\$121,093	\$109,003
7720	Police Officers & Drivers	3.28	2.95	If Any	If Any

EXPERIENCE MODIFICATION FACTOR	
2017-2018	0.87
2016-2017	0.68
2015-2016	0.69
2014-2015	0.71

### Coverage Election for Owners and Officers:

NAME	TITLE/RELATIONSHIP	INCL/EXCL

- **Self-employed individuals, sole proprietors, partners and LLC members** who are engaged in the business on a full-time basis may elect to be covered by Workers Compensation. To elect coverage, a written election form must be on file.
- **Executive officers of Nebraska corporations** who own 25% or more of the common stock are not considered employees for Workers Compensation unless they elect to be covered. To elect coverage, a written election form must be on file.
- **Executive officers of Nebraska nonprofit corporations** who receive annual compensation of \$1,000 or less are not considered employees for Workers Compensation unless they elect to be covered. To elect coverage, a written election form must be on file.



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Raymond Central Public Schools  
 Policy #2J84237  
 09/01/2016 to 09/01/2017  
 Employers Mutual Insurance

### COMMERCIAL UMBRELLA COVERAGE

COVERAGE	LIMIT
Per Occurrence	\$4,000,000
Aggregate	\$4,000,000
Retained Limit	\$10,000

### UNDERLYING LIMITS

COVERAGE	CARRIER	LIMIT
General Liability	Employers Mutual Ins	\$1,000,000
		\$2,000,000
Auto Liability	Employers Mutual Ins	\$1,000,000
Employers Liability	SFM Mutual Insurance	\$500,000
		\$500,000
		\$500,000
Public Officials Liability (Linebacker)	Employers Mutual Ins	\$1,000,000
		\$1,000,000



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

Raymond Central Public Schools  
Policy #2E84237  
09/01/2016 to 09/01/2017  
Employers Mutual Insurance

### ADDITIONAL INTERESTS

NAME	ADDRESS	CITY	ST	ZIP	INT
Ryder Truck	900 W. Upland Ave.	Lincoln	NE	68521	AI/LP

NAME	ADDRESS	CITY	ST	ZIP	INT
Penske Truck Leasing Co.	3930 Calvary Ct.	Lincoln	NE	68528	AI/LP



Refer to your insurance policy for any terms, conditions, exclusions or other provisions that may apply.

## PREMIUM SUMMARY

TYPE OF COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM
Commercial Property	\$59,377	\$51,121
Commercial General Liability	\$4,316	\$3,923
Crime	\$1,393	\$1,393
Inland Marine	\$1,956	\$1,626
Cybersolutions	\$231	\$444
Commercial Automobile	\$18,289	\$16,287
Workers Compensation	\$28,121	\$29,436
Commercial Umbrella	\$6,970	\$4,958
LineBacker	\$2,837	\$2,588
<b>Total Premium:</b>	<b>\$123,490</b>	<b>\$111,776</b>

## PRIOR TERM CHANGES

ENDORSEMENT	DATE OF CHANGE	PREMIUM CHANGE
<i>Commercial Automobile</i>		
Removed 1997A IHC School Bus #0884	01/01/2017	-676



## Premium Audit Tips

Your policy was issued with an estimated premium based on your estimated payroll, sales or subcontractor cost during the policy term. After the policy expires, an audit will determine the actual expenditures made during the previous term, using that information to calculate the earned premium for the term. If the earned premium is less than the estimated premium, the difference will be refunded. If more, you will be billed additional premium.

Questions Commonly Asked	Answers	Premium Audit Tips
What records will I need to provide for a premium audit?	Payroll and disbursement journals, general ledger, cash receipt journal, checkbooks, and state and federal tax reports may be used.	Maintain up to date records for the policy term and keep copies of filed tax forms applicable during the term.
Are holiday, vacation, sick time wages or housing allowances included in Work Comp premium calculation?	Yes	Severance and third-party disability payments may be excluded. Keep separate records for these payments.
Are tips included in Work Comp premium calculation?	Tips are excluded provided your records separate tips from regular wages.	For each employee earning tips, maintain records of tips/wages pd..
Are overtime payments included in Work Comp premium calculation?	Wages paid for overtime are included as payroll at the employee's regular pay rate, provided that overtime wages are recorded separately. Overtime wages that are recorded separate are included at 2/3 of the total amt.	For each employee paid overtime, maintain record of regular wages and overtime payments.
When can an employee's payroll be split among more than one classification code?	Employee payroll is assigned to the basic classification that best describes your business. The payroll for an employee can be split if the classification can be applied to your business and you maintain a payroll breakdown for the employee by job classification. Certain job classifications cannot be split for one employee.	Maintain records that reflect the employee's actual time working within each job classification. Estimated or percentage allocation of payroll is not permitted. If records don't show the entire payroll applicable to each classification, the entire payroll of the individual employee must be assigned to the highest rated classification that represents any part of their work.
Can corporate officers be excluded from Work Comp coverage?	Some states' Work Comp laws may permit officers to elect exclusion from Work Comp.	Send us any required exclusion forms immediately and advise of any new officers during the policy term.
What happens if you're a partnership and incorporate during the policy term?	Changing your legal entity status during the policy term may impact your coverage and/or premium under your state's Work Comp Law.	Advise us immediately if your legal entity status or ownership of your business changes.
Who is an independent contractor?	An independent contractor is one who makes a business of providing a specific service for a pre-determined price to several different customers under their own terms.	Maintain copies of contracts and invoices showing breakdown of labor and material, business cards and certificates of insurance.
Will I be charged for Independent/ Sub-contracted work?	You may be liable for employees of uninsured independent contractors/subcontractors. A premium charge may occur for independent/ subcontracted work without valid certificates.	Obtain and keep valid certificates of insurance showing General Liability and Work Comp coverage for all independent/ subcontracted work.
What is a valid certificate of insurance?	A valid certificate of insurance identifies the policy which is effective during your policy period, lists the carrier, policy number and policy term, shows the independent/subcontractor as "Insured" and your company as "Certificate Holder".	Make sure the independent/ subcontractor's policy term is effective during the time the work was performed and paid for. Get proof of coverage for the previous or subsequent term as needed.

# INSPRO PAYMENT TERMS

## **Agency Bill**

- All invoices are due and payable by the effective date.
- Past due statements will be mailed at the beginning of each month. They are due and payable immediately upon receipt to ensure coverage remains in force.

## **Direct Bill**

- Payments made directly to the insurance carrier are your responsibility.
- Payments should be made to the address shown on the payment notice by the due date to avoid policy cancellation.
- INSPRO will not follow up or contact you for late payments or cancellations.

## **Premium Finance Plans**

- INSPRO will assist you in making arrangements for premium finance if necessary.
- Payments are to be made directly to the finance company according to the payment schedule.
- INSPRO will not follow up or contact you for late payments or cancellations.

## **Audits**

- Audit invoices are due and payable upon receipt.
- Issues concerning the audit must be brought to our attention immediately.



## 7.16. NASB Monthly Meeting Update

## NASB Monthly Update for Board Meetings

Agenda Item: APRIL 2018

### “NASB Update”

The NASB Board of Directors met in March to better serve you and your board on both short-term solutions while working towards a long-term vision for school board members in Nebraska. Key items discussed included: How we can organize the NASB staff and Board to best serve our members; An update on the legislature and the advocacy work of school board members across the state; Continuing our work on the top two issues identified by you at Area Membership Meetings, focusing on the Whole Child and Teen/Youth Employment; Adopting a resolution to guide the strategic planning work of the Whole Child Project board; Formally launching Sparq Data Solutions as a wholly-owned, self-sustaining technology company; Approving our annual budget, with no dues increase for members; Planning a membership engagement survey for current members; and introducing a new handbook, “Preparing to Serve” for those considering board service.

NASB has continued to stay very active at the Capitol in March, while also encouraging participation and communication from the membership to State Senators on bills good and bad for public education in Nebraska. Just a few examples included voicing opposition for LB 295 that subsidizes private schools with public tax payer money; and LB 778 which limits school board authority; while showing support for bills like LB 44 that would have required the collection of sales taxes that should already be paid on remote sellers of products in Nebraska; and LB 998 that bill focuses on a topic school board members have said is key to the long term success of this state, concentrating on the whole child and addressing behavioral health in our schools. NASB has also had a seat at the tax table, with several bills still in play, including LB 640, LB 947, LB 1084, and LB 1103.

March saw many opportunities across the state for board development, learning opportunities and networking, including the Spring Legal Workshops, NAEP State Convention, Budget & Finance Workshops, Legislative Lunches and various Community Engagement sessions. Mark your calendars now for the upcoming School Law Seminar, this June in Kearney, as well as the annual member golf outing, also in June.

Stay engaged online at [www.NASBonline.org](http://www.NASBonline.org) and follow NASB on twitter at [www.twitter.com/NASBonline](https://www.twitter.com/NASBonline) using the hashtag #liveNASB - Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.

8. Action Items

8.1. Approve Substitute Teachers / Support Staff

8.2. Approval of Step 1 2 Hour Jr./Senior High School Kitchen Staff

8.3. Approval of Hearings for 2017-2018 Budget and Tax Request Hearing

8.4. Approval of Next Regular Board of Education Meeting Wednesday, September 13th, 2017 at 7:00 PM

9. Adjournment