

**RAYMOND CENTRAL PUBLIC SCHOOLS - DISTRICT #55-0161**  
BOARD OF EDUCATION REGULAR MEETING, WEDNESDAY, MARCH 15, 2023 - 6:00  
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. District Mission Statement  
The Raymond Central community is committed to providing a positive, challenging learning environment which prepares each individual to be a responsible citizen in an ever-changing society.
5. Consent Agenda
  - 5.1. Regular Minutes of February 15, 2023
  - 5.2. Financial Statement/Report
  - 5.3. Monthly Bills
6. Correspondence/Recognition
7. Public Forum
8. Reports
  - 8.1. Administrative Reports
  - 8.2. Student Board Member
  - 8.3. Superintendent's Report
    - 8.3.1. NASB Monthly Update
    - 8.3.2. Update on Superintendent Goals  
Goal 1: Develop a visible presence within the schools, the school community, and the state.  
Goal 2: Foster a learning environment in which every student has the maximum opportunity to achieve academic excellence.

Goal 3: Continue the development of a 10 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets and new construction.

Goal 4: Continue the development of safety and security practices for Raymond Central Public Schools.

8.3.3. Safety Report

8.3.4. Important Upcoming Dates:

8.4. Facilities Report

8.5. Review of Technology Plan

8.6. Board Committee Reports

8.6.1. Curriculum & American Civics Committee (Burklund-chair, Lange, Matulka)

8.6.2. Facilities & Transportation Committee (Blanchard-chair, Burklund, Matulka)

8.6.3. Finance Committee (Blanchard-chair, Breitreutz, Burklund)

8.6.4. Negotiations Committee (Blanchard-chair, Benes, Lange)

8.6.5. Policy Committee (Breitreutz-chair, Benes, Lange)

9. Old Business

9.1. Discuss, Review and Consider Action on amending Policy 5306 Drug and Alcohol Testing

10. New Business

10.1. Discuss, Consider and Take Necessary Action to approve a Resolution authorizing submission to the qualified voters of the School District at a special election to be held on May 9, 2023 a proposition relating to the issuance of not to exceed \$41,800,000 in general obligation bonds for the purpose of paying the costs of construction and acquisition of a new school building for preschool through sixth grade, site and public infrastructure improvements, renovations and modifications to the District's existing buildings and facilities, and providing for the necessary furniture, equipment and apparatus for such buildings and facilities, with interest and principal of said bonds to be payable from a special levy of taxes against all taxable property in the School District

- 10.2. Discuss, Consider and Take Necessary Action to Approve New Staff
- 10.3. Discuss, Consider and Take Necessary Action to Approve Staff Resignations
- 10.4. Discuss, Consider and Take Necessary Action to Approve Substitute(s)
- 10.5. Discuss, Consider and Take Necessary Action to Approve First Reading of Policies
- 10.6. Discuss, Consider and Take Necessary Action that the 1000 policies with no changes be noted with review date of March 15, 2023
- 10.7. Discuss, Consider and Take Necessary Action to Approve First Reading of Narcan Policy 5602
- 10.8. Discuss, Consider and Take Necessary Action to amend policy 8320 - Adoption, Amendment or Suspension of Policy
11. Next Regular Board Meeting
12. Adjournment

## **Raymond Central Public Schools Board of Education Regular Meeting**

Wednesday, February 15, 2023 at 6:00 PM Central

Raymond Central Jr-Sr High School - Mustang Room

1800 West Agnew Road

Raymond, NE 68428-9783

**Present:** Mary Benes, Matt Blanchard, Brad Breitreutz, Cathy Burklund, Bill Lange, Derek Matulka. Also in attendance were: Lynn Johnson, Superintendent; Scott Shepard, Jr-Sr High School Principal; Tony Kobza, Asst Principal/Activities Director; Steve Rose, Elementary Principal; Deb Kruse, Asst Elementary Principal; and Amanda Coufal, SpEd Director.

Call to Order and Pledge of Allegiance

President Breitreutz called the meeting to order at 6:00 PM and the Pledge of Allegiance was said.

Motion to Excuse Board Member's Absence

All members were present.

Open Meeting Law

The audience was reminded that Open Meeting Laws would be followed.

Consent Agenda

Motion by Matulka, second by Benes to approve the consent agenda as presented including the regular meeting minutes of January 11, 2023; January financial statement; and monthly bills. RCV 5-0. Motion carried.

Regular Minutes of January 11, 2023

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

The Board received a letter last month from the TeamMates program thanking the them for supporting their program. January was National Mentoring Month and our Board of Education is grateful to our TeamMates Board and participants for their time and efforts in supporting our students.

Lori Morgan has done it again! She submitted and was awarded a grant through Project Lead the Way to receive PLTW Stem curriculum materials. She will get trained this summer on how to implement the curriculum and she will put it into practice next year at the elementaries.

Alayna Cutlers was invited to address the Nebraska State Board of Education on the merits of FFA and how it has impacted her life. The State Board heard from a student from each of the Career and Technical Education Organizations (CTO) and Alayna was chosen to represent FFA. She did an excellent job.

Public Forum

Rob Hofpar addressed the Board regarding his concerns with the Drug and Alcohol Policy.

Reports

## Administrative Reports

### Submitted by Scott Shepard, Jr-Sr High School Principal

**Student Engagement** - As we are 6 weeks into our second semester, we continue to focus on student engagement and encouraging students to improve their grades. This continues to be a struggle, but all teachers that currently have students failing have contacted parents. I followed up with students and parents that have multiple failures. This week during our PD day, I am working with the junior high (where the majority of low grades exist) staff to come up with short term and long term plans to motivate students. I will report out next month on the short term impact and the long term plans for next year.

**Community Engagement** - Last Wednesday night, we hosted a parent informational meeting on social media safety. The Smart Gen Society presented to 20 parents the positive and negative impacts of social media along with tips on how to help families navigate the digital world. This was a powerful presentation that we will offer again in the future. I am going to write a follow-up email to parents encouraging them to engage with their students and hopefully attend the presentation when it is offered. All of our students also attended a session during the school day.

**Schedule for 2023-24 (6th-8th changes)** - As we have identified many of our students reading below level, I have worked with our grades 6-8 ELA teachers to develop a plan to increase reading opportunities for our students. We are able to do this within our same FTE, but we change a few classes. As presented at the curriculum meeting, the new ELA curriculum will incorporate teaching reading as part of the ELA class. We will double up the ELA classes for 6th graders and then change the 7th grade 12-week rotational class from study skills to reading. The study skills units will be taught in the core classes during the first three weeks of school. We are working to identify current 7th graders that are struggling with reading and putting supports in place this spring and possibly summer to bring them up to level and be prepared for the 8th grade curriculum next fall.

**Staffing** - We have received two resignation letters. Abby Rood (1st year band teacher) has accepted a position at Wahoo to be an assistant director (newly created position). Abby student taught there and it will be a shorter commute for her. Fred Spale has announced his retirement at the end of this school year. Fred has taught at RC for 17 years and has over 45 years of teaching in public and private schools. Fred still coaches wrestling and track for us. We appreciate all of his years of service and will honor him towards the end of the year and at graduation.

**Student Opportunities** - As we wrap up National Counselor Appreciation Week, I want to thank Tasha Osten for all of her work in supporting our students and providing great opportunities for them. She will be hosting an upcoming student/parent night on February 28 for Dual and College credit opportunities for our students. We would like to invite board members to attend and learn about these incredible opportunities.

**Go Stangs!**

### Submitted by Tony Kobza, Asst Jr-Sr High School Principal/Athletic Director

**Athletic Winter Season** - Our wrestling boys finished the dual season with a 17-3 record. They placed 5th at the NSAA State Duals in Kearney. Their three losses on the season came to two state championship teams and a state runner-up. They will compete February 10-11 in districts for a chance to qualify for the State Tournament February 16-18.

Sophie Shultz qualified for the State Tournament with a second place finish in districts.

Our girls will play Lincoln Christian in basketball on February 14 in the first round of sub-districts.

Our boys have one more week of games before postseason begins.

**Activities** - Speech continues to have success individually as well as from a team standpoint. We look forward to hosting the NCC Invite in mid-February.

FFA, FBLA and Skills USA are celebrating CTE month in February with several different activities throughout the month showcasing the importance of being involved and preparing for your future!

Cheer and Dance will compete in State Competitions the weekend of February 17-18 in Grand Island.

Band and Choir held their Pops Concert and displayed some incredible individual and group talents on

February 9.

**Submitted by Amanda Coufal, Director of Special Education**

Speech Language Therapy Services Update (Clair Trenhaile): As the second semester gets underway, the speech students have been hard at work. We welcomed a few new students to the caseload and it has been exciting to see them tackle their articulation, language, and writing goals. During January, students were undefeated against Miss Clair in articulation UNO. It was so fun to watch students work together across all three buildings! Recently, new flashcards were purchased to help teach word classes such as nouns, verbs, and prepositions. These will be greatly beneficial for students with language goals. A wordless picture book, "Chalk" by Bill Johnson, was also acquired to be used when gathering language samples during evaluations and at progress monitoring checkpoints. Now that we are over halfway through the school year, it is truly remarkable to look back at the progress students have made since they returned to school back in August!

Parent Surveys: The first round of the NDE parent surveys went out to parents through BrightArrow. Thank you to Jaxn for setting this up! Another reminder message will go out this month and next. Each case manager will also send emails to their student's parents to help with the process to ensure that we get parent participation.

Each Nebraska School District must submit data collected from parents of children with special needs ages 3-21 during the 2022-2023 school year. The survey collection opened on January 17, 2023 and will close on March 31, 2023.

Special Education Policies and Procedures: On February 2, Caitlin Roussan and myself attended a Procedure Workshop at ESU2. Caitlin and I are creating Special Education Procedures that will outline how to implement our Special Education Policies. Once we have it finalized, we will share this with the Board and I will upload this document to the ILCD website. I can't thank Caitlin enough for her willingness to help with this task and taking time out of her day to make sure that we have all of our procedures in place for years to come.

Recognition of Nicole Kliment: Nicole Kliment, K-5 Special Education Teacher at Valparaiso, has gone above and beyond to create a specialized behavior room and programming for a new student on her caseload. She has helped this student transition into our district and created a program to meet all of his needs in a short amount of time. She has done an exceptional job of getting everything ready by creating a room for him, planning lessons, and creating a schedule with additional adult support to assist him throughout his day. Also, a big thanks to Steve Rose and Deb Kruse for their willingness to help out as well and attend many planning meetings to make sure that we had everything in place!

**Submitted by Steve Rose, Elementary Principal and Deb Kruse, Assistant Elementary Principal**

**Targeted Professional Development** - This is structured to attend to increasing our capacity of reaching our Campus Improvement Goal of 80% Reading Proficiency.

Steve and Deb conducted multiple walkthroughs and gave feedback related to the 100% Active Participation goal that teachers developed during the January 3 professional development.

The Teacher Leadership Team met to discuss our work around MTSS-B and specifically School-wide Expectations. Conversations were held with the entire staff to gain feedback and input and the TLT worked to finalize the definitions and wordings of the desired expectations. There is still some discussion to be had around the topic of Voice Levels.

All Teacher PD on February 10:

- All staff met to work through 100% Active Participation / Pre planning and writing "Hinge Questions".
- Teachers and Administrators reviewed the Raymond Central Evaluation Framework. Specifically Domains I and III to pinpoint areas where future professional development is needed around the areas of effective instruction.

**School News** - Students celebrated the 100th day of school; the Ceresco Student Council ran a clothing drive (used clothing, coats, hats, gloves, etc...); and Lori Morgan wrote and submitted a grant for Elementary Project Lead the Way. This will be a foundational curriculum for her STEM courses that she teaches to grades K-5.

## Technology Report

### **Submitted by Jaxn Kobza, Technology Director**

Infrastructure - We received two bids for our e-rate project to replace the networking infrastructure in Val and Ceresco, as well as fill in some spots at the JH/HS. With e-rate funds we are responsible for 50% of the total cost of the project.

Upgrading from Server 2012R2 to Server 2022. We are doing this as Server 2012R2 will be at end of life in October of 2023 meaning there are no software updates.

Installing the new servers at Val and Ceresco.

Technology Projects - Cleaning up active directory and email accounts; automating student rostering and account creation; and cleaning up old user accounts that have been left active.

Miscellaneous - Working on securing our network and meeting the requirements for cyber insurance. Also overheating in the Val upstairs data closet. We need to keep an eye on this as it may cause some issues.

## Student Board Member

### Superintendent's Report

Bill Lange has agreed to serve as the board representative on the Early Childhood Advisory Committee. This committee meets next on February 23.

We have received notification from the IRS that we have met our Employer Shared Responsibility Payment (ESRP) obligation under the rate of pay safe harbor guidelines.

## NASB Monthly Update

### Update on Superintendent Goals

Goal 1: Develop a visible presence within the schools, the school community, and the state.

Goal 2: Foster a learning environment in which every student has the maximum opportunity to achieve academic excellence.

Goal 3: Continue the development of a 10 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets and new construction.

Goal 4: Continue the development of safety and security practices for Raymond Central Public Schools.

## Safety Report

Deputy Piitz and Scott Shepard have been working diligently on our Emergency Operation Plan (EOP) plan.

Deputy Piitz and I met with Father Zimmer, Sts. Mary & Joseph Church, Valparaiso, about a reunification site. We have a signed MOU that Father needs to get diocese approval on.

Students in grades 5-12 were provided internet and social media safety training and a related training was offered to all parents/guardians.

## Important Upcoming Dates:

## Facilities Report

### Board Committee Reports

Curriculum & American Civics Committee (Burklund-chair, Lange, Matulka)

Facilities & Transportation Committee (Blanchard-chair, Burklund, Matulka)

Finance Committee (Blanchard-chair, Breitreutz, Burklund)

Negotiations Committee (Blanchard-chair, Benes, Lange)

Policy Committee (Breitreutz-chair, Benes, Lange)

### Old Business

Discuss and Consider recent facility plan options provided by BVH architect

Over the last few months, the Board has held small group work sessions with BVH Architects to discuss project solution options for the future of the Raymond Central School District. A patron committee meeting was held on February 9 to share information, present six project solution options, and address further questions/concerns. Board members were in agreement that the best solution is Option F- building a new central PK-6th Campus with a competitive gym and include some renovations to the high school at an estimated cost of \$41,827,000.00. The Board will take action at the March meeting on calling a Resolution to move forward with a May election.

### New Business

Discuss, Consider and Take Necessary Action to approve an early graduation request.

Motion by Blanchard, second by Burklund to approve the early graduation request of Grant Henderson. RCV 6-0. Motion carried.

Discuss, Consider and Take Action to Approve Staff Resignations

Motion by Blanchard, second by Benes to approve resignations of Hannah Evans, Val Kindergarten; Megan Johnson, Preschool 3 Para; Abby Rood, Band; and Fred Spale, Physical Education. RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action to Approve Substitute(s)

Motion by Benes, second by Matulka to approve Rodney Douglass as substitute teacher and Cheyenne Harms as long term substitute for Katie Donahue (Ag). RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action to Approve New Staff

Motion by Matulka, second by Lange to approve Ryan Lorchick as Part-Time Media Para. RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action to approve the purchase of network equipment (switches, battery backups) from Pine Cove Consulting using erate funding.

Motion by Benes, second by Lange to approve the bid from Pine Cove Consulting for network equipment (switches, battery backups) using erate funding. The District will assume about 50% of the cost of this equipment, which is \$35,577.50. RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action to approve the District Calendar for 2023-2024

Motion by Burklund, second by Benes to approve the 2023-2024 District Calendar as presented. The school year will start in the same week as last year. RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action to review Policy 5006 Option Enrollment and adopt a resolution to establish capacity for the 2023-24 school year

Motion by Matulka, second by Lange to adopt Resolution 5006A establishing option enrollment capacity for the 2023-2024 school year. RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action on Policy 5306 Drug and Alcohol Testing

Raymond Central's current Drug and Alcohol Testing Policy 5306 has recently generated concerns. The protocols of executing the policy need to be shored up to protect both students and staff. Superintendent Johnson asked that the board review the policy on its merits and sanction using a third party testing agency if the desire is to retain the policy. Motion by Lange, second by Blanchard to retain the policy as is but outsource the testing. QUEST Diagnostics would provide us with shipping labels, Fedex services, chain of custody forms (paper forms), and specimen cups. After we obtain the sample, label and complete chain of custody forms, Fedex would come to the school and pick the samples up. They are sent overnight to a lab and the lab technician would run the testing. RCV 3-3: Yes-Blanchard, Burklund, Lange; No-Benes, Breitreutz, Matulka. Motion failed.

Further discussion about the testing collection process, guarding against tampered specimens and the protection of our staff was held. Motion by Blanchard, second by Lange to modify the language under Appeal Procedures, remove the sentence regarding the previously submitted specimen, and outsource all testing. RCV 4-2: Yes-Blanchard, Breitreutz, Burklund, Lange; No-Benes, Matulka. Motion carried.

Discuss, Consider and Take Necessary Action to approve the purchase of english, language arts (ELA) curriculum materials

Motion by Matulka, second by Burklund to approve the purchase of English Language Arts curriculum: K-5 ELA curriculum for 7 years from Wit & Wisdom in the amount of \$87,117.46; K-5 ELA foundational curriculum from Orton Gillingham in the amount of \$20,250; 6-8 ELA curriculum for 7 years from EL Education in the amount of \$75,425; and any associated trainings to implement materials as presented. RCV 6-0. Motion carried.

Discuss, Consider and Take Necessary Action to accept the Annual Report as presented

Motion by Lange, second by Burklund to accept the 2021-2022 Annual Report. RCV 6-0. Motion carried.

Adjournment

Motion by Matulka, second by Breitreutz to adjourn the meeting at 7:55 PM. RCV 5-0. Motion carried.



**Raymond Central Public Schools**  
**General Fund Comparison to Previous Year**  
**February 2023**

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	2/1/2023 Thru 2/28/2023	2/1/2022 Thru 2/28/2022
Balance - Beginning of Month	\$2,160,850.41	\$1,856,231.27
Receipts	\$1,216,704.39	\$1,129,897.94
Interest Earned	\$2,883.48	\$218.85
Disbursements	<u>-\$838,112.80</u>	<u>-\$771,228.76</u>
Balance - End of Month	\$2,542,325.48	\$2,215,119.30



**Raymond Central Public Schools**  
**General Fund Receipts February 2023**

2/1/23 BOOK BALANCE		2,160,850.41
LANCASTER COUNTY TREASURER		
	TAXES	349,803.42
	MOTOR VEHICLE TAXES	20,643.62
	FINES & FEES	740.01
	PROPERTY TAX CREDIT	84,801.09
	PERSONAL PROPERTY TAX CREDIT	11,213.76
	AG LAND PROPERTY TAX CREDIT	57,919.76
SAUNDERS COUNTY TREASURER		
	TAXES	194,314.89
	MOTOR VEHICLE TAXES	24,734.85
	FINES & FEES	1,154.65
	PROPERTY TAX CREDIT	117,919.65
SEWARD COUNTY TREASURER		
	TAXES	109.16
	MOTOR VEHICLE TAXES	1,613.12
	FINES & FEES	97.71
	PROPERTY TAX CREDIT	3,500.30
	PERSONAL PROPERTY TAX CREDIT	1,807.05
BUTLER COUNTY TREASURER		
	TAXES	794.24
	MOTOR VEHICLE TAXES	22.22
	FINES & FEES	6.15
	PROPERTY TAX CREDIT	291.36
STATE OF NEBRASKA		
	STATE AID	96,348.00
	SPECIAL ED PROGRAM School Age	80,676.00
	STATE APPORTIONMENT	145,873.17
TUITION COLLECTED		
	PRE K TUITION	3,193.89
JONES BANK		
	GENERAL FUND INTEREST - JAN 2023	2,883.48
RCPS HOT LUNCH FUND		
	FEBRUARY 2023 EXPENSES	19,126.32
	JAN RECEIPTS	1,219,587.87
	TOTAL RECEIPTS	3,380,438.28
	JAN DISBURSEMENTS	838,112.80
FEBRUARY 28, 2023 BOOK BALANCE		2,542,325.48

FEBRUARY 2023	Percent of Year Completed		58.00%			
2022-2023 RECEIPTS		M-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2022-2023	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2022-2023	2022-2023	2021-2022	2022-2023	2021-2022
Property Taxes	\$8,135,208.00	\$545,943.03	\$2,687,160.15	\$2,638,427.48	33.03%	34.24%
Motor Vehicle Tax	\$450,000.00	\$47,013.81	\$285,534.50	\$261,735.59	63.45%	58.16%
Public Power Tax (5% Gross)	\$35,000.00	\$0.00	\$3,826.29	\$0.00	10.93%	0.00%
Carline Taxes	\$3,000.00	\$0.00	\$474.26	\$1,078.82	15.81%	35.96%
Other Tuition	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest	\$3,200.00	\$2,883.48	\$12,468.52	\$1,216.65	389.64%	12.17%
Local License Fees	\$2,000.00	\$0.00	\$300.00	\$1,200.00	15.00%	100.00%
Other Local Receipts(Pre-K)	\$12,000.00	\$3,193.89	\$7,509.03	\$9,266.91	62.58%	185.34%
Fines & License Fees	\$30,000.00	\$1,998.52	\$16,416.32	\$15,459.75	54.72%	38.65%
ESU Receipts	\$7,000.00	\$0.00	\$5,157.96	\$0.00	73.69%	0.00%
State Aid	\$963,483.00	\$96,348.00	\$578,088.00	\$563,466.00	60.00%	60.00%
Special Education	\$490,000.00	\$80,676.00	\$228,840.00	\$198,444.00	46.70%	49.61%
Special Educ. Transportation	\$21,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Homestead Exemption	\$0.00	\$0.00	\$4,801.25	\$0.00	100.00%	0.00%
High Ability Learners	\$6,000.00	\$0.00	\$5,909.00	\$6,041.00	98.48%	97.11%
Pro-Rate Motor Vehicles	\$18,000.00	\$0.00	\$4,642.96	\$6,893.78	25.79%	45.96%
State Apportionment	\$70,000.00	\$145,873.17	\$145,873.17	\$105,637.03	208.39%	80.49%
Relief to Property Tax Payers	\$0.00	\$206,512.40	\$206,512.40	\$195,614.37	100.00%	0.00%
Other State Receipts	\$23,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Personal Property Tax Credit	\$0.00	\$13,020.81	\$37,854.89	\$23,309.05	100.00%	100.00%
Title I Funds	\$27,000.00	\$0.00	\$55,839.00	\$41,010.00	206.81%	91.13%
Title II, Part A ESSA (NCLB)	\$0.00	\$0.00	\$13,642.00	\$14,536.00	100.00%	100.00%
Other Federal Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
SPED IDEA Grant	\$123,000.00	\$0.00	\$0.00	\$135,846.00	0.00%	135.85%
Private Grants	\$0.00	\$0.00	\$5,601.61	\$5,000.00	100.00%	27.78%
Carl Perkins	\$500.00	\$0.00	\$0.00	\$325.00	0.00%	8.13%
Other Non-Revenue Receipts	\$0.00	\$0.00	\$3,454.03	\$12,192.58	100.00%	100.00%
Ag Land Property Credit	\$0.00	\$57,919.76	\$57,919.76	\$57,119.93	100.00%	100.00%
ESSER (COVID-19) Funds	\$0.00	\$0.00	\$0.00	\$512,383.00	0.00%	100.00%
Sale of Property	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
MIPS-Medicaid-Public Schools	\$9,400.00	\$0.00	\$8,043.71	\$1,872.47	85.57%	49.28%
TransferOther Fund/ Imprest	\$0.00	\$0.00	\$60.00	\$132,014.58	100.00%	100.00%
Insurance Adjustments	\$0.00	\$0.00	\$9,231.50	\$30,543.06	100.00%	100.00%
<b>TOTAL</b>	<b>\$10,431,791.00</b>	<b>\$1,201,382.87</b>	<b>\$4,385,160.31</b>	<b>\$4,970,633.05</b>	<b>42.04%</b>	<b>49.82%</b>
2021-2022 DISBUREMENTS		M-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2022-2023	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2022-2023	2022-2023	2021-2022	2022-2023	2021-2022
Instructional Services	\$5,206,425.00	\$359,338.71	\$2,220,447.61	\$2,148,106.85	42.65%	46.30%
Special Education	\$1,996,647.00	\$171,105.45	\$851,430.31	\$845,130.36	42.64%	46.99%
Guidance	\$227,900.00	\$19,195.62	\$116,307.44	\$101,359.53	51.03%	50.82%
School Health Nurse	\$112,750.00	\$8,632.74	\$54,350.25	\$40,564.28	48.20%	43.88%
Safety & Security	\$52,151.00	\$0.00	\$21,622.82	\$26,010.16	41.46%	100.04%
Activities	\$95,020.00	\$7,526.59	\$50,710.62	\$50,613.50	53.37%	90.38%
Media, Audio Visual, Technology	\$710,125.00	\$26,784.92	\$271,245.08	\$383,151.88	38.20%	51.32%
General Administration	\$428,800.00	\$32,664.93	\$168,346.68	\$195,448.84	39.26%	43.59%
School Administration	\$762,100.00	\$54,080.77	\$335,212.37	\$325,402.16	43.99%	58.37%
Business	\$322,600.00	\$9,216.61	\$75,407.18	\$33,150.40	23.37%	47.75%
Operation of Plant	\$789,500.00	\$68,401.80	\$309,183.61	\$298,751.23	39.16%	46.35%
Maintenance of Plant	\$517,500.00	\$14,069.49	\$120,830.77	\$246,335.35	23.35%	44.90%
Pupil Transportation	\$536,549.00	\$37,003.39	\$162,784.30	\$122,424.15	30.34%	23.48%
Fed. Grants (PreK, previously ESS)	\$129,975.00	\$9,765.56	\$62,132.25	\$105,743.28	47.80%	30.68%
Transfers	\$75,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>TOTAL</b>	<b>\$11,963,042.00</b>	<b>\$817,786.58</b>	<b>\$4,820,011.29</b>	<b>\$4,922,191.97</b>	<b>40.29%</b>	<b>42.71%</b>
Cash Reserves in General Fund	\$1,939,135.00			\$0.00	0.00%	0.00%
<b>TOTAL</b>	<b>\$13,902,177.00</b>		<b>\$4,820,011.29</b>			



**Raymond Central Public Schools**  
**Financial Report 2/28/2023**

**GENERAL FUND**

Purpose: Pays day to day expenses for District

Funded by: Local Taxes, State/Fed Reimb. for SPED, State Aid, Title 1, other misc. grants

For RC: Salaries, benefits, educ expenses, technology, building and grounds maintenance, transportation

Cash Balance - Feb 1, 2023	\$2,160,850.41
February Receipts	\$1,219,587.87
February Disbursements	<u>-\$838,112.80</u>
Cash Balance - February 28, 2023	\$2,542,325.48

**LUNCH FUND**

Purpose: Pays all expenses for Hot Lunch program including kitchen payroll.

Funded by: Parent/Student/Staff payments for meals and State/Fed Reimb. for meals served.

For RC: Salaries, benefits for HL staff, food, milk, supplies, equipment, repairs associated with HL program.

Note: General Fund can transfer funds into HL account if needed. No transfers out of HL Fund.

Cash Balance - Feb 1, 2023	\$237,129.78
February Receipts	\$39,839.56
February Disbursements	<u>-\$57,627.25</u>
Cash Balance - February 28, 2023	\$219,342.09

**BUILDING/SINKING FUND**

Purpose: To acquire new sites, improve existing buildings, all new building/construction expenses.

Funded by: Local Taxes, sale of property.

For RC: Previously used for HVAC projects, new propane tank HS, pays property taxes on farmland south of HS.

Would also be used for any new construction.

Cash Balance - Feb 1, 2023	\$1,904,112.05
February Receipts	\$71,018.96
February Disbursements	<u>-\$66,127.00</u>
Cash Balance - February 28, 2023	\$1,909,004.01
Certificate of Deposit	<u>\$1,000,000.00</u>
Combined Balance - February 28, 2023	\$2,909,004.01

**HIGH SCHOOL BOND FUND**

Purpose: Pay principal/interest on loans for new construction and additions.

Funded by: Local Taxes through a bond.

For RC: Used to pay interest/principal payts on 2009 HS Bond

Cash Balance - Feb 1, 2023	\$326,241.20
February Receipts	\$101,863.58
February Disbursements	<u>\$0.00</u>
Cash Balance - February 28, 2023	\$428,104.78

## DEPRECIATION FUND

Purpose: Pays to 'replace' not add. Fixing a roof, replacing a bus, upgrading systems.

Funded by: General Fund (GF) transfers at YE only with specific purpose identified.

For RC: In 8/2022, \$300,000.00 was transferred from the GF budget that was planned but not spent. This was earmarked for truck/bus purchase, technology, safety upgrades and curric. materials.

Cash Balance - Feb 1, 2023	\$616,124.52
February Receipts	\$290.34
February Disbursements	<u>\$0.00</u>
Cash Balance - February 28, 2023	\$616,414.86
Certificates of Deposit	<u>\$1,229,360.96</u>
Combined Balance - February 28, 2023	\$1,845,775.82

## QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Purpose: Pays for removal of environmental hazards (mold, asbestos) and reduction/removal of accesiblity barriers in school buildings.

Funded by: Local taxes via tax levy.

For RC: Not used at this time.

Cash Balance - Feb 1, 2023	\$10,527.96
February Receipts	\$5.25
February Disbursements	<u>\$0.00</u>
Cash Balance - February 28, 2023	\$10,533.21

## EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Purpose: Part of the General Fund. Can be used to pay unemployment, benefits, early retirement

Funded by: General Fund transfers at YE only with specific purpose identified.

For RC: In 8/2022, \$100,000.00 was transferred from the GF earmarked to pay Admin Benefit costs during the 22-23SY.

Cash Balance - Feb 1, 2023	\$135,351.18
February Receipts	\$103.83
February Disbursements	<u>\$0.00</u>
Cash Balance - February 28, 2023	\$135,455.01
Certificate of Deposit	<u>\$16,146.39</u>
Combined Balance - February 28, 2023	\$151,601.40





**Raymond Central Public Schools**  
**Student Activities Fund Balances Feb. 2023**

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
After School Club	2,387.13	0.00	0.00	2,387.13
Class of 2028 Field Trips V	326.00	0.00	0.00	326.00
Class of 2029 Field Trip Funds V	361.37	0.00	0.00	361.37
Class 2030 Field Trip Funds V	338.19	0.00	0.00	338.19
Class 2031 Field Trip Funds V	298.49	0.00	0.00	298.49
Class 2032 Field Trip Funds V	308.42	0.00	0.00	308.42
Class 2033 Field Trip Funds 2033	358.03	0.00	0.00	358.03
APEX	369.05	0.00	0.00	369.05
ART CLUB	270.48	0.00	96.28	174.20
Service Fees (Activity Acct)	1,603.64	319.67	29.95	1,893.36
Class 2022	498.33	0.00	0.00	0.00
Class 2023	(1,116.56)	456.00	0.00	(162.23)
Class 2024	(857.10)	0.00	0.00	(857.10)
Class 2025	91.78	0.00	0.00	91.78
Class of 2026	200.25	4.93	0.00	205.18
Class of 2027	2,367.98	0.00	0.00	2,367.98
Class 2028	2,682.33	0.00	0.00	2,682.33
Class 2029 Field Trip Funds C	241.23	0.00	0.00	241.23
Class 2030 Field Trip Funds C	348.12	0.00	0.00	348.12
Class 2031 Field Trip Funds C	487.82	0.00	0.00	487.82
Class 2032 Field Trip Funds C	328.27	0.00	0.00	328.27
Class 2033 Field Trip Funds C	318.34	0.00	0.00	318.34
Class of 2034 Ceresco	300.00	0.00	0.00	300.00
Athletics	204,377.90	7,674.34	15,247.23	196,805.01
Score Vision	8,101.64	300.00	0.00	8,401.64
Boys BB	886.42	1,543.63	0.00	2,430.05
Cross Country	1,721.56	0.00	0.00	1,721.56
Baseball	810.49	0.00	0.00	810.49
Football	7,306.43	3,300.00	2,814.05	7,792.38
Girls BB	1,738.66	0.00	0.00	1,738.66
Golf Activity	1,068.91	0.00	0.00	1,068.91
Softball	6,920.46	30.51	0.00	6,950.97
Track	1,351.20	0.00	0.00	1,351.20
VolleyBall	7,411.26	0.00	0.00	7,411.26
Weight Room	4,000.00	0.00	0.00	4,000.00
Wrestling	1,910.24	45.00	1,220.18	735.06
Spanish Club	1,364.82	320.92	0.00	1,685.74
Life Skills	2.41	0.00	0.00	2.41
Ceresco Book Fair	22.39	0.00	0.00	22.39
Ceresco Box Tops	414.49	25.20	0.00	439.69
Ceresco Field Trips	2,994.32	0.00	0.00	2,994.32
Ceresco Playground	1,462.75	0.00	39.99	1,422.76
Ceresco Pop	59.17	0.00	0.00	59.17
Elem Fines	526.05	28.99	0.00	555.04
Elem PE	2,167.50	0.00	0.00	2,167.50
Elem Pictures	3,070.62	0.00	0.00	3,070.62

Elem Prof Development	2,028.73	0.00	0.00	2,028.73
Elem Reading Promotion	488.06	0.00	0.00	488.06
Elem Student Council	483.85	0.00	0.00	483.85
JH Boys BB	15.31	0.00	0.00	15.31
JH Football	489.51	0.00	0.00	489.51
JH Girls BB	97.40	0.00	0.00	97.40
JH Student Council	1,432.28	15.00	181.56	1,265.72
JH Track	515.96	0.00	0.00	515.96
JH Volleyball	1,015.38	0.00	0.00	1,015.38
JH Speech	260.35	0.00	0.00	260.35
Computer	7,581.91	0.00	0.00	7,581.91
HS Pop	484.39	180.00	0.00	664.39
HS Caring Shelves	4,732.09	0.00	0.00	4,732.09
AP Funds	38,664.46	0.00	500.00	38,164.46
Fines	2,220.58	20.00	0.00	2,240.58
HAL	59.66	0.00	0.00	59.66
Hot Lunch	347.63	0.00	0.00	347.63
Pre-Kindergarten	5,261.34	0.00	0.00	5,261.34
PTO	(353.31)	0.00	0.00	(353.31)
Restitution	140.00	0.00	0.00	140.00
Staff Inservice	854.92	0.00	0.00	854.92
Testing	3,897.23	0.00	0.00	3,897.23
TFK - Ceresco	347.92	0.00	0.00	347.92
TFK - Valparaiso	2,127.82	0.00	0.00	2,127.82
Val Book Fair	9,540.18	0.00	0.00	9,540.18
Val Box Tops	3,315.33	0.00	0.00	3,315.33
Val Field Trips	6,022.24	0.00	0.00	6,022.24
Val In-Service	1,815.96	0.00	0.00	1,815.96
Val Movie Night	3,310.84	0.00	0.00	3,310.84
Val Office Book Fund	953.25	0.00	0.00	953.25
Culinary Snack Cart	1,209.47	404.00	0.00	1,613.47
Val Pop	1,105.00	0.00	0.00	1,105.00
HS Quiz Bowl	171.45	233.59	0.00	405.04
College Access Grant	5,034.46	0.00	367.53	4,666.93
Annual	12,534.90	180.00	0.00	12,714.90
Band	688.96	0.00	0.00	688.96
Band Trip	10,669.76	0.00	0.00	10,669.76
Washington DC Trip	255.09	25.23	0.00	280.32
Cheerleaders	8,854.13	427.55	523.11	8,758.57
Choir	14,123.07	0.00	0.00	14,123.07
DI	4,614.68	0.00	0.00	4,614.68
Drama Act	2,077.34	0.00	0.00	2,077.34
Drill Team	980.62	186.09	8.99	1,157.72
FBLA Act	5,122.86	2,864.49	1,782.04	6,205.31
FFA Act	26,087.31	1,088.64	270.00	26,905.95
'Stang Gang Student Section	15.98	0.00	15.99	(0.01)
JR Achievements	629.57	0.00	0.00	629.57
Kindness Acct	19,420.73	0.00	2,625.00	16,795.73
Library	2,632.66	0.00	0.00	2,632.66
Mock Trial	380.96	0.00	0.00	380.96
National Honor Society	768.25	0.00	0.00	768.25
Rain Garden	459.50	0.00	0.00	459.50

<b>RC PACTS</b>	<b>(62.65)</b>	<b>0.00</b>	<b>0.00</b>	<b>(62.65)</b>
<b>SADD</b>	<b>61.17</b>	<b>0.00</b>	<b>0.00</b>	<b>61.17</b>
<b>Social Justice</b>	<b>194.12</b>	<b>0.00</b>	<b>0.00</b>	<b>194.12</b>
<b>Speech</b>	<b>11,688.13</b>	<b>958.41</b>	<b>517.15</b>	<b>12,129.39</b>
<b>Student Council</b>	<b>5,766.64</b>	<b>0.00</b>	<b>0.00</b>	<b>5,766.64</b>
<b>Tonettes</b>	<b>159.86</b>	<b>0.00</b>	<b>0.00</b>	<b>159.86</b>
<b>RC Foundation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Concessions</b>	<b>21,325.57</b>	<b>0.00</b>	<b>0.00</b>	<b>21,325.57</b>
<b>RC Concessions</b>	<b>8,658.80</b>	<b>6,080.02</b>	<b>8,964.38</b>	<b>5,774.44</b>
<b>Student Pop</b>	<b>777.52</b>	<b>0.00</b>	<b>0.00</b>	<b>777.52</b>
<b>Professional Development</b>	<b>19,841.59</b>	<b>0.00</b>	<b>0.00</b>	<b>19,841.59</b>



**Raymond Central Public Schools**  
**Student Fees Fund Balances February 2023**

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Balance</u>
Activity Pass	14,425.00	0.00	0.00	14,425.00
Service Fees (Student Fees)	529.82	284.45	315.00	499.27
Ag-Ed Labs	3,701.06	60.00	52.43	3,708.63
Art Class	146.51	240.00	0.00	386.51
Band Dry Cleaning	268.52	0.00	0.00	268.52
Band Repair/Rental	970.99	0.00	0.00	970.99
Choir Dry Cleaning	433.10	0.00	0.00	433.10
Chromebooks	16,293.55	425.00	0.00	16,718.55
Computer Science	327.97	0.00	0.00	327.97
Drama	391.64	10.00	0.00	401.64
FBLA	162.09	0.00	1,277.00	(1,114.91)
FFA	1,288.58	0.00	0.00	1,288.58
Foods Class	3,060.95	385.00	360.08	3,085.87
Mock Trial	450.01	0.00	0.00	450.01
NFL	15.00	0.00	0.00	15.00
Skills USA	1,702.00	0.00	0.00	1,702.00
Speech	275.00	75.00	0.00	350.00
Sports Fees	22,645.22	160.00	0.00	22,805.22
Tech Ed	746.70	330.00	495.58	581.12



**Raymond Central Public Schools**  
**Bills Paid February 2023**

**General Fund - Report of Bills Paid February 2023**

	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1	02/17/2023	RCPS District #161	February Payroll	\$657,418.48
2	02/17/2023	Educational Service Unit #2	Indepen. School Jan-Mar. 22-23	\$26,000.59
3	02/17/2023	Frontier Cooperative Company	Bus Fuel	\$23,389.31
4	02/17/2023	Educational Service Unit #2	SPED 1st Quarter 2023	\$22,107.51
5	02/09/2023	Farmers Cooperative	Propane Bus Barn	\$19,577.57
6	02/17/2023	Norris Public Power	Electricity HS	\$9,345.41
7	02/09/2023	Ne Association of School Boards	Annual Membership Dues	\$5,027.00
8	02/09/2023	U. S. Bank Equipment Finance	Photo Copiers Lease	\$4,637.85
9	02/09/2023	Ralston Public School	1st Quarter Services- Hearing Impaired	\$3,734.00
10	02/17/2023	CDW Government	Computers Libraries HS, V,C	\$3,187.74
11	02/17/2023	Butler Public Power District	Electricity V	\$2,862.69
12	02/09/2023	Omaha Public Power Dist	Electricity C	\$2,551.95
13	02/09/2023	MCS	Custodial Supplies, all Locations	\$2,378.62
14	02/06/2023	Midwest Automatic	Repair/Retest Fire Sprinkler C	\$2,375.00
15	02/24/2023	Family Services	Therapy Services HS Fall 2022	\$2,253.15
16	02/17/2023	Brooke L. Cheleen	Jan 2023 SPED Physical Therapy	\$1,973.68
17	02/10/2023	Comforttechs	Heating Repairs V, HS, PreK	\$1,695.00
18	02/06/2023	KSB School Law PC LLO	Legal Service	\$1,280.00
19	02/09/2023	Rivalry	Gotcha Good T-shirts HS Prin. Office	\$1,152.00
20	02/06/2023	Johnson, Lynn	Mileage & Parking Reimbursement	\$1,137.90
21	02/09/2023	Perry Guthery Haase & Gessford	Legal Services	\$1,017.60
22	02/09/2023	Purchase Power	Postage HS	\$1,007.00
23	02/17/2023	Bauer Built Tire & Service	Replace Tires/Alignment Bus 19C	\$737.48
24	02/09/2023	Waste Connections Co	Garbage HS, V	\$652.27
25	02/09/2023	Ne Association of School Boards	Supt- Evaluation, Conference Fee	\$647.00
26	02/20/2023	US Bank	Art Class Supplies HS	\$626.05
27	02/20/2023	US Bank	New tools Tech Ed Classroom	\$620.35
28	02/09/2023	National Time & Signal	Wall Clocks C	\$555.78
29	02/22/2023	Green`s Furnace & Plumbing Co.	Heat Pump Service Calls - C	\$541.35
30	02/09/2023	Ron`s Rolloffs Inc.	Dumpster/Dump Fees HS	\$529.90
31	02/06/2023	Doty, Marita	SLP Services at NA Martyrs Jan 2023	\$462.92
32	02/17/2023	Windstream	Phone HS	\$461.99
33	02/06/2023	Electronic Contracting Company	Score Vision Audio Set up	\$360.00
34	02/17/2023	Hotsy Equipment Co.	Bus Maint Supplies	\$357.30
35	02/09/2023	Hydro Optimization& Automation	Well Pump Repairs HS	\$351.00
36	02/06/2023	Haxton, Richard	Snow Removal 1/18/23 V	\$350.00
37	02/22/2023	Haxton, Richard	Snow Removal 2/16/23 V	\$350.00
38	02/13/2023	US Bank	HS Art Supplies	\$345.92
39	02/20/2023	US Bank	Laminate refill cartridges	\$338.90
40	02/09/2023	Mechanical Sales Parts Inc.	Maint. Supplies C	\$329.87
41	02/09/2023	Village Of Ceresco	Utilities C	\$318.88
42	02/06/2023	Kobza, Jaxn	Dec/Jan Mileage Reimb. Tech Director	\$308.10
43	02/13/2023	US Bank	HS Art Supplies	\$278.42
44	02/20/2023	US Bank	Sketchbooks HS Art Supplies	\$274.00
45	02/09/2023	Lincoln Southwest HS	Speech Entry Fees	\$272.00
46	02/22/2023	Proven Property Maintenance, LLC	Snow Removal C 2/16/23	\$270.00
47	02/20/2023	US Bank	Computer Class Supplies V,C	\$268.04
48	02/09/2023	Matheson Tri-Gas Inc.	Welding Class Supplies	\$257.89
49	02/09/2023	Lincoln Northeast HS	Speech Entry Fees	\$256.00

50	02/22/2023	NE Public Health Environ. Lab	Water Testing HS	\$252.00
51	02/09/2023	Nelson Gas & Oil Co.	Oil, DEF	\$251.75
52	02/17/2023	Menards Lincoln	HS and Bus Maintenance Supplies	\$248.36
53	02/17/2023	JourneyEd.com, Inc.	License for Servers	\$239.25
54	02/09/2023	Menards Lincoln	Bus Maintenance Supplies	\$236.80
55	02/06/2023	ESU Coordinating Council	PowerSchool Custom Reports	\$225.00
56	02/09/2023	Saunders County Clerk	LB644 Post Card Expense	\$221.04
57	02/22/2023	Intermedia.net, INC	Phone Service	\$218.15
58	02/09/2023	SCHS--Schuyler Community HS	Speech Tournament Fees	\$208.00
59	02/20/2023	US Bank	Mineral Blend for Grow Towers Ag Educ	\$205.73
60	02/06/2023	Trenhaile, Clair	Jan. Mileage Reimbursement	\$205.67
61	02/09/2023	Donald R. Prentice	Extermination Service	\$205.00
62	02/22/2023	Wisner-Pilger High School	Speech Meet Entry Fees	\$201.00
63	02/22/2023	Malcolm Public Schools	Entry Fee Jr. High GBB	\$200.00
64	02/09/2023	Flinn Science	Science Classroom Supplies	\$199.00
65	02/09/2023	Wahoo-Wav.-Ashl. News	Publications	\$198.68
66	02/06/2023	Aqua Systems	Push Bar for Water Fountain HS	\$192.00
67	02/09/2023	Minden High School	Speech Entry Fees for tournament	\$187.50
68	02/09/2023	Jackson Services Inc.	Mats/Mops	\$186.44
69	02/06/2023	Lakeshore Learning Materials	2 Rest Mats Health Office C	\$183.95
70	02/21/2023	US Bank	Hand Mixers FCS Kitchens	\$179.94
71	02/24/2023	Humboldt Table Rock Steinauer HS	Humboldt Speech Meet fees	\$175.00
72	02/09/2023	Village Of Valparaiso	Utilities V	\$169.22
73	02/17/2023	Dr. Graham House	Accompanist Fee	\$160.00
74	02/09/2023	Institute for Multi Sensory Educ.	Reading Room Supplies for K-2	\$160.00
75	02/20/2023	US Bank	Spanish Professional Development	\$157.20
76	02/13/2023	US Bank	Preschool Supplies	\$152.21
77	02/24/2023	NE NSDA	Nebr Speech NSDA Quals fees	\$150.00
78	02/09/2023	School Library Journal	Subscription	\$136.99
79	02/20/2023	US Bank	Tech Educ Class Supplies	\$133.69
80	02/20/2023	US Bank	Marshall Memo Subscriptions-Admin	\$130.00
81	02/09/2023	Enevoldsen, Eleanah	Spch Judge fees for SW and NE meets	\$120.00
82	02/09/2023	Hain, Haley	Spch Judge fees for SW and NE meets	\$120.00
83	02/09/2023	Jackson, Matthew	Spch Judge SW and NE	\$120.00
84	02/20/2023	US Bank	Books English Classroom Supplies	\$112.20
85	02/13/2023	US Bank	Speech Path. Supplies K-12	\$106.55
86	02/09/2023	Windstream	Fax	\$105.72
87	02/20/2023	US Bank	Bus Barn Maint. Supplies	\$102.97
88	02/06/2023	Butler County Clerk	General Election Expenses	\$100.00
89	02/22/2023	Meridian Activity Fund	Meridian Honor Choir Fee's	\$100.00
90	02/09/2023	Waverly News	Waverly News renewal HS Library	\$98.59
91	02/20/2023	US Bank	JH Computer Lab classroom Supplies	\$97.38
92	02/14/2023	Callam Sports Photography	Digital Photos at State Dance	\$96.00
93	02/09/2023	Oak Valley Lumber Co	Building Maint Supplies	\$95.90
94	02/06/2023	Matheson Tri-Gas Inc.	Welding Tank Rental- Jan	\$94.26
95	02/06/2023	Crees, Jennifer	Mileage Reimbursement Health Tech	\$88.93
96	02/17/2023	Craig, Taylor	Mileage Reimb	\$86.45
97	02/13/2023	US Bank	Health Offices Supplies HS	\$83.93
98	02/17/2023	Home Depot Pro	Maint.Supplies HS	\$83.75
99	02/06/2023	Gralheer, Kate	Mileage Reimb ESU2 Training	\$79.39
100	02/20/2023	US Bank	Gloves SPED Classroom Supplies HS	\$76.49
101	02/06/2023	Larkins, Chelsea	Mileage Reimb ESU2 Training	\$75.33
102	02/06/2023	Aylward, John	Activity Work Pay	\$75.00
103	02/06/2023	Peterson, Madelyn	Activity Work Pay	\$75.00
104	02/20/2023	US Bank	Classroom Supplies Soc. Studies HS	\$68.95

105	02/21/2023	US Bank	F&CS Iron/Ironing Board/Pin Cushions	\$65.94
106	02/22/2023	Home Depot Pro	Maint.Supplies HS	\$65.85
107	02/20/2023	US Bank	Tech Supplies HS	\$62.99
108	02/20/2023	US Bank	Building Supplies V	\$62.69
109	02/09/2023	Dexter, Ellen	Spch Judge Fees for Northeast	\$60.00
110	02/09/2023	Enevoldsen, Eleanah	Spch Judge Fees for Schuyler	\$60.00
111	02/10/2023	Enevoldsen, Eleanah	Speech Judging fees for Minden	\$60.00
112	02/22/2023	Enevoldsen, Eleanah	Speech Judge fees for Wisner	\$60.00
113	02/24/2023	Enevoldsen, Eleanah	Speech Judging Fees	\$60.00
114	02/09/2023	Enevoldsen, Isaiah	Spch Judge Fees for Schuyler	\$60.00
115	02/22/2023	Enevoldsen, Isaiah	Speech Judge fees for Wisner	\$60.00
116	02/24/2023	Enevoldsen, Isaiah	Speech Judging Fees	\$60.00
117	02/09/2023	Hain, Haley	Spch Judge Fees for Schuyler	\$60.00
118	02/10/2023	Hain, Haley	Spch Judging fees for Minden	\$60.00
119	02/22/2023	Hain, Haley	Speech Judge fees for Wisner	\$60.00
120	02/24/2023	Hain, Haley	speech Judging Fees	\$60.00
121	02/09/2023	Halvorson, Kasey	Spch Judge Fees for SW	\$60.00
122	02/09/2023	Hicks, Meg	Spch Judge Fees for Schuyler	\$60.00
123	02/09/2023	Hicks, Meg	Spch Judge Fees for SW	\$60.00
124	02/22/2023	Hicks, Meg	Speech Judge fees for Wisner	\$60.00
125	02/09/2023	Kohl, Hunter	Speech judge fees for Northeast	\$60.00
126	02/09/2023	McFarling, Andrea	Spch Judge fees for Northeast	\$60.00
127	02/09/2023	Menards Lincoln	Custodial Supplies C	\$57.19
128	02/17/2023	Educational Service Unit #2	Technology Support Mileage	\$55.00
129	02/09/2023	Tvrdy`s One Stop	Wiper Blades	\$54.13
130	02/20/2023	US Bank	HS Art Supplies	\$53.97
131	02/06/2023	Coufal, Amanda	Mileage Reimb	\$53.06
132	02/20/2023	US Bank	USB-C to VGA for classroom displays	\$52.15
133	02/08/2023	Nebraska Dept Of Revenue	Bus Fuel Tax	\$51.00
134	02/06/2023	ASI	Payflex Admin Fees	\$50.00
135	02/21/2023	US Bank	Cont. Educ Plumbing Class JS	\$50.00
136	02/06/2023	Johnson, Megan	Mileage Reimb ESU2 Training	\$49.78
137	02/20/2023	US Bank	Student Supplies SPED V,C	\$49.15
138	02/21/2023	US Bank	FCS class materials	\$48.92
139	02/13/2023	US Bank	F&CS Class Supplies	\$45.47
140	02/06/2023	RCPS Wrestling	Activity Work Pay	\$45.00
141	02/20/2023	US Bank	SPED Classroom Supplies C	\$40.97
142	02/20/2023	US Bank	Headphones & cardstock	\$40.28
143	02/21/2023	US Bank	Flowers- Ag Educ Class Supplies	\$40.07
144	02/20/2023	US Bank	Computer Class Supplies V	\$38.78
145	02/20/2023	US Bank	Paint Pens HS Art Supplies	\$37.50
146	02/20/2023	US Bank	Classroom Supplies SPED C	\$36.15
147	02/20/2023	US Bank	HS English Supplies	\$35.34
148	02/06/2023	Becky Studebaker	Reimb. Electricity-Bus	\$30.00
149	02/06/2023	Leann Wiese	Reimb. Electricity-Bus	\$30.00
150	02/06/2023	Matt Smith	Reimb. Electricity-Bus	\$30.00
151	02/06/2023	Opplinger, Stephen	Reimb. Electricity-Bus	\$30.00
152	02/07/2023	RevTrak	Revtrak Fees	\$23.87
153	02/13/2023	US Bank	English Classroom Materials	\$21.28
154	02/06/2023	Lous sporting goods	Basketball Scorebooks JrHS Girls BB	\$16.00
155	02/06/2023	RC Jr HS Student Council	Activity Work Pay	\$15.00
156	02/20/2023	US Bank	Network Cabeling	\$14.99
157	02/20/2023	US Bank	Outlet Covers V	\$12.95
158	02/21/2023	US Bank	Supplies for Adv Animal Science	\$12.94
159	02/17/2023	J.W. Pepper	Vocal Music Supplies	\$6.94

**Hot Lunch Fund - Report of Bills Paid February 2023**

1	02/13/2023	Cash-Wa Distributing	Food	\$20,346.70
2	02/17/2023	RCPS District #161	February Hot Lunch Payroll	\$19,126.32
3	02/13/2023	Sysco Lincoln	Food	\$5,367.83
4	02/13/2023	Hiland Dairy	Milk	\$3,442.97
5	02/13/2023	US Foods Inc.	Food	\$2,676.39
6	02/20/2023	US Bank	Fresh Local Beef, Snacks PreK	\$2,493.27
7	02/13/2023	Loffredo Fresh Foods	Fresh Fruit for HL	\$1,749.99
8	02/13/2023	Summit Fire Protection	Kitchen Hood Semi-Annual Inspect. C,V,F	\$776.00
9	02/13/2023	MCS	Kitchen Supplies	\$569.50
10	02/07/2023	RevTrak	Revtrak Fees	\$483.32
11	02/22/2023	Summit Fire Protection	Inspect 2nd Fire Hood Kitchen HS	\$227.00
12	02/20/2023	US Bank	HL Supplies	\$216.22
13	02/13/2023	Jackson Services Inc.	Kitchen Linens	\$124.29
14	02/14/2023	Maxwell, Destiny	HL Refund AM- \$7.05, LM- \$20.40	\$27.45

**Building/Sinking Fund - Report of Bills Paid February 2023**

1	02/02/2023	Rasmussen Mechanical Services	Sr Wing HVAC HS	\$64,227.00
2	03/09/2023	4 G Steel Fabrication	Hand rails for PreK3 Building	\$1,900.00



**Raymond Central Public Schools**  
**Student Activities Fund Checks February 2023**

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Athletics	02/17/2023	Lou's Sporting Goods	20 football helmets	8,737.86
Football	02/17/2023	Hauff Sports	Football Pants order	2,814.05
Kindess Acct	02/13/2023	US Bank- Smart Girl Society	Student Assembly Jr/Sr HS	2,625.00
RC Concessions	02/08/2023	Pepsi Cola Of Lincoln	Pop/water for concessions	936.50
FBLA	02/09/2023	Rivalry	Chapter T-Shirts	910.00
Wrestling	02/17/2023	Fullerton Inn	Wrestling	822.00
Athletics	02/22/2023	Music Theatre International	Spring Musical Performance Tracks	750.00
RC Concessions	02/22/2023	RCPS Boys BB	Profit from 2/10 concessions	746.63
RC Concessions	02/08/2023	RCWC	Profit from 1/28 wr. conc.	654.98
RC Concessions	02/08/2023	RCWC	Profit from 1/27 wr. conc.	575.02
Athletics	02/13/2023	US Bank- Sam's Club	Athletics: wreslting hospitality room	534.97
College Access Grant	02/09/2023	Stachura, Kelly	DC Advantage Scholarship for Zoie	500.00
Cheer	02/06/2023	Eclipse, Inc,	competition tshirts	465.25
RC Concessions	02/08/2023	RC Athletics	Profit from 1/28 wr. conc.	436.65
RC Concessions	02/17/2023	Pepsi Cola Of Lincoln	Pop/water for concessions	420.20
Athletics	02/21/2023	US Bank- Sam's Club	Athletics: Wr. Hospitality Room	415.86
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions Restock	412.91
Athletics	02/06/2023	Music Theatre International	Security Deposit for spring musical	400.00
Speech	02/20/2023	US Bank- Sam's Club	Home Tournament Supplies	395.95
RC Concessions	02/08/2023	RC Athletics	Profit from 1/27 wr. conc.	383.35
RC Concessions	02/08/2023	RCPS FBLA	Profit from 2/2 concessions	354.90
College Access Grant	02/20/2023	US Bank	College Access Grant	343.17
Wrestling	02/13/2023	US Bank	State Duals wrestling lunches	331.76
Athletics	02/09/2023	Nanonation, Inc.	Digital Trophy Case: Annual	300.00
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions Restock	299.77
RC Concessions	02/21/2023	US Bank- Sam's Club	Concessions Nacho Cheese	294.03
RC Concessions	02/08/2023	Super C	RC Concessions: pizza/brfst	255.00
FBLA	02/08/2023	Midland University FBLA Collegiate	Midland Business Comp.	250.00
RC Concessions	02/08/2023	RC Athletics	Profit from 2/2 concessions	236.60
RC Concessions	02/08/2023	Sysco Lincoln	RC Concessions Restock	233.43
FBLA	02/22/2023	March of Dimes	March of Dimes Donation - Pie in	226.00
RC Concessions	02/08/2023	Raymond Central Quiz Bowl Team	Profit from 1/24 concessions stand	207.60
Athletics	02/02/2023	Simpson, Amanda	Athletics: trainer for 1/28 wr. meet	200.00
Athletics	02/14/2023	Hunt, Rusty(Donald)	JH Wrestling official 2/14	200.00
Athletics	02/14/2023	Kratochvil, Ryan	JH Wrestling official 2/14	200.00
Athletics	02/14/2023	Ostrom, Jace	JH Wrestling official 2/14	200.00
FBLA	02/20/2023	US Bank	FBLA Act	198.28
FBLA	02/20/2023	US Bank -Goodscents	Meeting Supplies	197.76
RC Concessions	02/08/2023	Pepsi Cola Of Lincoln	Pop/gatorade/water for concessions	188.00
Athletics	02/17/2023	Ellis, Grace	Athletics	187.00
RC Concessions	02/06/2023	Del Gould Meat Co., Inc	RC Conc.- Hot Dogs	176.00
Athletics	02/17/2023	Cradduck, Michael	Athletics	175.00
RC Concessions	02/13/2023	US Bank- Sam's Club	RC Concessions Restock	172.39
FFA	02/27/2023	Chartwells Higher Ed	Lunches	160.00
Athletics	02/17/2023	Robert, Friedman	Athletics	154.00

Athletics	02/17/2023	Wardyn, Autumn	Athletics	152.00
RC Concessions	02/06/2023	Cash-Wa Distributing	RC Concessions Restock	151.31
Athletics	02/02/2023	Terry, Graver	2/2 Varsity BB Official	150.00
Athletics	02/02/2023	Krivohlavek, Seth	2/2 Varsity BB Official	150.00
Athletics	02/02/2023	Otteman, Greg	Varsity BB Official 2/2	150.00
Athletics	02/08/2023	Thernes, Matthew	Varsity BB Official 2/10	150.00
Athletics	02/08/2023	Eriksen, Keith	Varsity BB Official 2/10	150.00
Athletics	02/10/2023	Whitemore, Erich	Varsity BB Official 2/10	150.00
Athletics	02/17/2023	Skalka, Anthony	Athletics	142.00
RC Concessions	02/08/2023	RC Athletics	Profit from 1/24 concessions stand	138.40
RC Concessions	02/08/2023	Pepsi Cola Of Lincoln	Pop/water for concessions	133.30
RC Concessions	02/08/2023	Sysco Lincoln	RC Conc. Popcorn and Chips	128.34
RC Concessions	02/22/2023	RC Spanish Club	Profit from 2/14 concessions	124.97
RC Concessions	02/14/2023	Oldfield, Torie	Pretzels for concesions	124.78
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions: Pretzels	124.78
Speech	02/10/2023	Raymono`s Pizza	Pizza to feed speech kids	121.20
Athletics	02/17/2023	Duncan, Carol	Athletics	121.00
Athletics	02/17/2023	Heineman, John	Athletics	121.00
Athletics	02/07/2023	Tobin, Reinwald	JHGBB Official 2/7	120.00
Athletics	02/07/2023	Ehlich, Trevor	JHGBB Official 2/7	120.00
Athletics	02/17/2023	Johnson, Shari	Athletics	120.00
Athletics	02/17/2023	Awards Unlimited Inc	reserve bb tourney award plaques	117.50
RC Concessions	02/22/2023	RCPS Speech	Profit from 2/13 concessions	117.23
RC Concessions	02/21/2023	US Bank- Sam's Club	Ice Cream bars	113.80
Athletics	02/21/2023	US Bank	Athletics	107.38
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions Restock	106.28
Student Council	02/21/2023	US Bank Amazon	Junior High Dance Supplies	101.63
Art Club	02/17/2023	Mae Masek	Reimb. Supplies for tshirts	96.28
FFA	02/22/2023	Bolmer, Megan	Eggs	90.00
RC Concessions	02/14/2023	Super C	1/28 wrestling tourney pizzas	90.00
Athletics	02/21/2023	US Bank- Sam's Club	Athletics: Wr. Hospitality Room	84.55
RC Concessions	02/22/2023	RC Athletics	Profit from 2/14 concessions	83.31
RC Concessions	02/10/2023	RC Spanish Club	Profit from 2/7 Concessions	82.95
Student Council	02/20/2023	US Bank Amazon	Backdrop	79.93
RC Concessions	02/22/2023	RC Athletics	Profit from 2/13 concessions	78.15
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions Restock	71.88
RC Concessions	02/21/2023	US Bank- Sam's Club	Pretzels	62.39
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions Restock	62.11
Athletics	02/17/2023	Enevoldsen, Eleanah	Athletics	61.00
Athletics	02/13/2023	US Bank	Athletics	60.54
Athletics	02/02/2023	Kreikemeier, Isaac	2/2 JV BB Official	60.00
Athletics	02/02/2023	Gerlach, Brenden	2/2 JV BB Official	60.00
Athletics	02/10/2023	Gerlach, Brenden	JV BB Official 2/10	60.00
Athletics	02/10/2023	Keeney, Taylor	JV BB Official 2/10	60.00
Athletics	02/10/2023	Keeney, Triston	JV BB Official 2/10	60.00
Athletics	02/10/2023	Scheef, Ben	JV BB Official 2/10	60.00
Cheer	02/22/2023	Deidel, Shay	banquet cheer gifts	57.86
RC Concessions	02/10/2023	RC Athletics	Profit from 2/7 Concessions	55.30
Athletics	02/22/2023	Lincoln Christian Schools	Payment for gbb sub district.	50.00
Athletics	02/22/2023	Kobza, Anthony	Reimb State wrestling parking and foo	44.08

Athletics	02/13/2023	US Bank- Sam's Club	hospitality room supplies for	43.92
RC Concessions	02/13/2023	US Bank- Sam's Club	RC Concessions Restock	41.55
Ceresco Playground	02/20/2023	US Bank- Amazon	Playground Balls	39.99
Wrestling	02/13/2023	US Bank	Drinks for State Duals Wrestling	38.88
Athletics	02/17/2023	Schultz, Jennifer	Payment for all session state wr.	36.00
Service Fees (Activity Acct	02/07/2023	RevTrak	Service Fees (Activity Acct)	29.95
Wrestling	02/13/2023	US Bank	lunch supplies for state duals	27.54
College Access Grant	02/22/2023	Tasha Osten	Scholarship Saturday Breakfast	24.36
RC Concessions	02/21/2023	US Bank- Sam's Club	Hot dog buns	22.68
RC Concessions	02/13/2023	US Bank- Sam's Club	RC Concessions Restock	20.49
FFA	02/27/2023	Central Community College	Entry Fee	20.00
Athletics	02/13/2023	US Bank- Sam's Club	athletics:wr hospitality room	19.98
RC Concessions	02/21/2023	US Bank- Sam's Club	RC Concessions Restock	18.90
Stang Gang Student Sectio	02/22/2023	Deidel, Shay	Pep rally supplies	15.99
RC Concessions	02/22/2023	Kobza, Anthony	Reimb. Hot Dog Buns	15.12
RC Concessions	02/08/2023	Raymond Central Quiz Bowl Team	remainder of profit from 1/24	12.40
Athletics	02/21/2023	US Bank	Athletics	11.59



**Raymond Central Public Schools**  
**Student Fees Fund Checks February 2023**

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Student Fees Service Fees	02/14/2023	Class of 2023	Transfer to Student Activities Fund	315.00
Ag Educ Class Fees	02/17/2023	Matheson Tri-Gas Inc.	Welding Student Supplies	52.43
FBLA Fees	02/17/2023	Nebraska FBLA	SLC Registration	1,207.00
Tech Educ Student Fees	02/20/2023	US Bank- Amazon	Tin cutters, bits and blades-students	325.13
Foods Student Fees	02/21/2023	US Bank- Walmart	Foods Class Stud. Fee	360.08
FBLA Student Fees	02/21/2023	US Bank	National FBLA Fees	70.00
Tech Educ Student Fees	02/22/2023	Menards Lincoln	Tech Ed Class Stud. Fee	170.45

Scott Shepard, 6-12 Principal  
March Board Report

### **Student Engagement**

We continue to focus on struggling students in the classroom. The teachers are doing a great job of contacting parents and following up with students. This coming week we will have parent-teacher conferences on Tuesday and Thursday from 4:15-8:00 each night. We are excited to have several students qualify for State Speech as the team won the District Meet that we hosted here at RC.

### **Community Engagement**

Tasha again hosted the dual credit parent night with SECC. Almost 100 parents and students attended the event. We continue to provide great opportunities for families to jump start their college experience and prepare them for their career choices.

### **Schedule for 2023-24**

All students have started the class selection process. Tasha and I will be reviewing request numbers and identifying how to best use our current staff to offer the classes chosen. I am excited to be part of this process and really get a good sense of how we use our staff and potential changes we can make in the future.

### **Staffing**

We have received two resignation letters. Aliya Spale, K-12 choir director, has accepted a position to be a K-5 music teacher in Millard. We have started interviewing for her position with a limited number of applications coming in. This week, special education teacher Jennifer Highstreet resigned her position to move out of state to be closer to family. On a positive note, we are recommending Taylor Vasa for the open Physical Education and Head Volleyball positions. She will be coming to us after two years at Weeping Water.

Go Stangs!  
Scott Shepard

March Board Report  
Mrs. Amanda Coufal  
Special Education Director

### Special Education Procedures:

- Caitlin Roussan, Lynn Johnson, and myself have finalized Raymond Central's Special Education Procedures. These procedures were uploaded into the ILCD (Improving Learning for Children with Disabilities) portal. The following procedures are a general guide for the district staff, students, and parents at Raymond Central:
  - Child Find
  - Transition from Part C to B
  - Evaluation
  - Specific Learning Disabilities
  - Reevaluations
  - Independent Education Evaluations
  - Disability Verification
  - Eligibility
  - Consent (Evaluation and Placement)
  - Free and Appropriate Public Education
  - Placement and Least Restrictive Environment
  - Procedural Safeguards
  - Surrogate Parents
  - Disciplinary Actions and Removals
  - Transportation
  - Assessment Participation and Reporting
  - Confidentiality
- As we create more forms, they will be linked to the document so everything is in one place and streamlined throughout our district.
  - [RC policies and procedures](#)

### SpEd Snippet:

- I have created a SpEd snippet that I am sending out to our special education teachers at least once a month. This allows me to communicate with all special teachers about new information or clarify past information/questions. This communication will allow us all to continue to learn about special education practices. When applicable, I will also share this information with general education teachers as well to help with the knowledge of special education information. Here is an example of a [SpEd Snippet](#).

### The Use of Frequency in IEP Development:

- On Friday, March 10th, the whole district participated in a training about how to write accommodations that include sufficient information about the frequency, location and duration of accommodations and the type of support that will be provided to the student. This will be an adjustment on how we write accommodations but it will improve our understanding of the process.
- Example:
  - Self-Advocacy Goal: *Given a problem involving math calculation of more than two columns, the student will recognize his need for a calculator and ask the teacher for it, 7/10 opportunities, as measured by the teacher checklist.*
  - Accommodation: *Prompt to request calculator. Duration: At the beginning of any assignment requiring a math calculator, the classroom teacher will provide the student with a prompt to request his accommodation. Location: General Education Classroom. Frequency: Immediately before every math assignment requiring math calculation.*

March Board Report  
Mr. Steve Rose  
Principal | Elementary

Mrs. Deb Kruse  
Assistant Principal | Elementary

### Topics

- Targeted Professional Development - This is structured to attend to increasing our capacity of reaching our Campus Improvement Goal of 80% Reading Proficiency.
  - Walkthroughs have continued to look for evidence of teachers using their 100% Active Participation from PD earlier in the year
  - cont...The Teacher Leadership Team met to discuss our work around MTSS-B and specifically School-wide Expectations. Conversations were held with the entire staff to gain feedback and input and the TLT worked to finalize the definitions and wordings of the desired expectations. The teacher leadership team looked at next steps for MTSS-B in regards to teaching lessons round the school-wide expectations and how those will be delivered. Discussion was also started on the topics of Positive Behavior processes and definitions of Major vs Minor / Office vs Teacher managed discipline.
  - Wit & Wisdom
    - Deb, Steve, Monica, and [Caryn Zietlow](#)(ESU) participated in a Wit & Wisdom Lead Launch to start our planning for the implementation of the new ELA curriculum next year. The training centered around the shifts in instruction that can be expected and how the process works for each module and lesson structure within the new program. More discussion is needed around scheduling and the integration of Wit & Wisdom with our Foundational program Orton Gillingham
  
- School News
  - Read Across America Week (3.2.2023) The students participated in many different activities throughout the week to celebrate and promote the love of reading. Each day had themes and the teachers did a great job of doing different activities with their students. There were even some guest readers that came into classrooms to share with the students.
  - The 2023 Plant Sale has kicked off and many orders have already been pouring in. The pickup and open sale date is set for April 28th.  
<https://www.janetsjungle.com/raymond-central-public-schools.html>

January AD Board Report  
Mr. Tony Kobza  
Assistant Principal/AD

### **AD Newsletter**

We began a weekly newsletter laying out the upcoming events as well as the successes from the previous week. Please take a look at them below with more in depth information:

[2/13/23](#)

[2/20/23](#)

[2/27/23](#)

[3/6/23](#)

### **Athletic Winter Season**

Our wrestlers had two boys and one girl place at the State Tournament. Tie Hollandsworth placed 6th, Cam Shultz placed 2nd and Sophie Shultz also placed 2nd.

Our Girls Junior High basketball team finished the season with a 29-1 record.

Spring Sports (Track and Field, Baseball and Soccer) have started with great numbers and excitement.

### **Activities**

Speech won the B-4 district championship and will compete at State Speech on Wednesday, March 15.

FFA, FBLA and Skills USA are preparing for their state competitions later this month.

Quiz Bowl is hosting the NCC Quiz Bowl Tournament on Monday, March 13.

March is a very eventful month for students as a large portion of them are involved in spring sports and other extracurricular activities like FBLA, Speech, Quizbowl, and the Spring Musical. On Monday afternoon, a pep rally was held to recognize students involved in non-athletic activities. State qualifiers for Speech performed a portion of their speeches at the pep rally that they used earlier today at the state speech tournament in Kearney. Quizbowl members also competed against different staff members in a round of a Quizbowl game in which the teachers ended up winning against the students. While students in spring sports were still recognized at the pep rally, students who are in non-sport activities also had the opportunity to be a part of games in order to make pep rallies more inclusive for all spring activities. One of these activities includes the Spring Musical, which is the first musical Raymond Central has held in over 12 years. There are 22 students in the musical and this year they will be performing Singin' in the Rain and are scheduled to perform May 5, 6, and 7. I talked to Josie Lahm, who is one of the leads in the musical, and she has a lot of things to highlight about the preparations being made to make this musical successful. She says that it is a worthwhile, but huge time commitment as they practice 3-4 times a week for an average of 2 hours, and sometimes practicing on weekends. She said that one time they even had a 6 hour practice to learn the dance choreography. She said the atmosphere is super fun and supportive where everyone is allowed to be themselves and it is a good outlet for students who enjoy musical theater. Another event coming up next weekend is prom. The theme of prom is Starry Night and many juniors and seniors are excited to have a fun and eventful night. Juniors have worked hard to fundraise money to buy decorations for prom as well. Student Council has also been working hard to fundraise for different organizations. The most current fundraiser being held right now by Student Council is for the Make-A-Wish Foundation. Make-A-Wish is a nonprofit organization that has a mission to create wishes for

children with critical illnesses. Student Council members have set up a booth at parent teacher conferences this week where parents coming into the school can buy a raffle ticket with a chance to win a free activity pass with all proceeds going to the Make-A-Wish organization. Overall, March has been a very exciting month for our students, who are hopeful for what the last couple months of school will bring.

### *How We Govern*

1. We agree the board meeting is a meeting held in public, not a public meeting. We will make every effort to start and end board meetings on time and ensure that the meetings are effective and efficient by following the official board agenda.
2. We agree the work of the board is to seek and support solutions that will provide the greatest benefit students of the school district. We will base our decisions upon available facts, vote our convictions, and uphold and support the decisions of the majority of the board.
3. We agree that it is the responsibility of the Superintendent to oversee the hiring, evaluation, and handling of personnel matters. It is the responsibility of the board to evaluate the Superintendent's effectiveness in handling these matters.
4. We agree that the subcommittees of the board enable purposeful focus on a specific topic to support the board's deliberation and possible action.
5. We agree and respect that our authority is official when a majority of the board meets in an advertised meeting of the board and not as individual board members.
6. We agree to debate the issues, not one another. We will work to build trust between and among board members and the superintendent by treating each other with dignity and respect, even in times of disagreement.

### *How We Communicate*

1. We agree it is our responsibility to set the tone for the school district, and we will make every effort to promote a positive image for staff and students. The Superintendent will be visible in the community, and will operate transparently and respectfully, maintain confidentiality, and respect the Open Meeting Laws.
2. We agree the Superintendent and the school board will honor and recognize the importance of proactive communication and agree that there will be no surprises. If board members have questions or concerns, they agree to contact the Superintendent in advance of a meeting.
3. We agree that discussion will be limited to the official board meeting agenda. \*Note: The board meeting agenda is official 24-hours prior to the advertised time of the meeting.
4. We agree the board and Superintendent will follow the annual board calendar. Board members will follow board policy when requesting an item be placed on the monthly board meeting agenda.
5. We agree to refer important questions and concerns received from staff, parents, students, and members of the community to the Superintendent. The Superintendent and appropriate staff will investigate and provide resolution to the individual as appropriate.
6. We agree that board members will direct requests for information reports and data through the Superintendent and the board president rather than directly to staff. The Superintendent will ensure that each member of the board has equal access to the requested information.

7. We agree that the board will enable the Superintendent to seek resolution to issues that arise in the school district and will follow an adopted decision-making process to support unified leadership for the school district.
8. We agree and recognize the importance of the Superintendent and board working collaboratively with community officials is beneficial to the improvement of the school district and community.

### *How We Improve*

1. We agree the importance of professional growth and development both for board members and the Superintendent is beneficial to the growth of knowledge and understanding for the advancement of the school district.
2. We agree all board members will participate in formal training organized by the Superintendent and board president and provided by the Nebraska Association of School Boards [NASB].
3. We agree that the board and Superintendent will set aside time on an annual basis for board self-assessment and to assess the progress of board goals.
4. We agree to the importance of the Board Code of Conduct and Board Protocols and take responsibility for reminding one another of the importance of adhering to these adopted board governance procedures.

Other protocols:

# Reflection on Board Meetings

1.	Did I/we arrive prepared to participate in the discussion and debate of items on the board meeting agenda?
2.	Did the board spend their time on what matters most?
3.	Did all board members have an opportunity to be heard?
4.	Did we consider the expertise of staff and the data and needs of the school district?
5.	Did we treat each other with respect?
6.	Did we follow appropriate rules of meeting procedure and decorum?
7.	Did we welcome community or staff observers as valued guests?
8.	Did we offer recognition to celebrate the accomplishments of students, staff, or volunteers?
9.	Did we commit time to our own learning to support informed decision making?
10.	Did we impact student achievement through the discussion and action of the meeting?



## Board Meeting Minutes

**§ 79-580. Class III school district; board of education; claims against; record of proceedings; secretary; duty to publish.**

The secretary of the school board or board of education of each Class III school district shall, within ten days after any regular or special meetings of the board, publish one time in a legal newspaper published in or of general circulation in such district a list of the claims, arising on contract or tort, allowed at the meeting. The list shall set forth the name of the claimant and the amount and nature of the claim allowed, to consist of not more than ten words in stating the nature of each such claim. The secretary shall likewise cause to be published a concise summary of all other proceedings of such meetings. Publication of such claims or proceedings in a legal newspaper shall not be required unless the publication can be done at an expense not exceeding the rates provided by law for the publication of proceedings of county boards.



## Content of Meeting Minutes

Each public body **shall** keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall also include:

- The identity of the school board by district name, number, and county
- School board members recorded as either present or absent and how each member votes
- A statement by the president declaring a quorum present following the list of members identified as present or absent
- A statement that the meeting was called to order by whom, the hour and whether the meeting was a regular, reconvened, special, or emergency meeting  
(Note: If it is a reconvened meeting, the original meeting date should be noted. If it is a special or emergency meeting, a copy of the official notice and agenda should be included or referenced. This provides record to the public should the meeting be challenged as a violation of the Nebraska Open Meetings Law.)
- A statement that the meeting was advertised according to the Nebraska Open Meetings Law, the agenda was kept current and available to the public, and the location or room is referenced where the agenda will be made available to the public for review



## NASB Monthly Update for Board Meeting Agenda Item

March 2023

### Monthly Agenda Video Updates

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org - News & Resources – Video Library)



### Latest ‘Board Notes’ – Monthly Newsletters

(www.NASBonline.org - News & Resources - Board Notes)

- *South Sioux City Middle School Receives Top Marks for Grade Level Improvement*
- *At The Board Table*
- *NASB’s Annual Membership Drive Happening Now!*
- *NASB Legislative Advocacy Day ... April 17*
- *State Education Conference - Call for Proposals!*
- *Is Your Policy Manual Online?*
- *Watch: 1/3 Through ... Day 30 Legislative Update*
- *Reaching New Heights*
- *Your 2023 NASB Affiliates ... This Month In ... And Much More!*



### Advocacy

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

1<sup>st</sup> Day of the 108<sup>th</sup> Legislature, 1<sup>st</sup> Session began Wednesday, January 4, 2023

*(This will be a 90-Day Session ending roughly June 9<sup>th</sup>)*

**843 Bills & Measures were introduced ... NASB is following roughly 120**

*Check out a number of video updates at frequent NASB’s Bills Page, which is always updated and sortable at*

<http://members.nasbonline.org/index.php/government-relations>

<https://nasb.enviseams.com/legislative-bills>

Look for a number of ***Call to Actions*** coming in the next few weeks as more and more bills are voted out of Committee and make their way to General File. We appreciate your help in contacting your Senator(s) and their staff to communicate why these key bills are either good or bad for your schools and communities!

***NASB Legislative Advocacy Day –April 17 in Lincoln ... Register now!***  
<http://members.nasbonline.org/index.php/legislative-advocacy-day>

*All Dates & Locations Tentative & Subject to Change*



### **“NASB Update – Annual Board Calendar Summary”**

View the full detailed calendar at: <http://members.nasbonline.org/index.php/resources>

(www.NASBonline.org – Board Leadership – Resources)

#### **March Board Agenda Items**

In addition to routine agenda items, time sensitive topics include:

- Policy: 1) Review Student Attendance policies. 2) Option Enrollment Application period.
- Advocacy - Review NASB Website: NASB 2023 Legislative Bills to Watch
- Budget [Staffing]: 1) ESU Certificated employee; contract amendment, termination, or nonrenewal; procedure. 2) School District Certificated employee, contract amendment, termination, nonrenewal, or cancellation.
  - ***\*\*Review the full March Agenda on page 23 of the 2023 NASB Board Meeting Guide & Annual Board Calendar at [https://nasb.envisiams.com/docs/default-source/board-leadership-resources/2023nasbannbdcalendarnewfinal\\_11-8.pdf?sfvrsn=826acfd7\\_2](https://nasb.envisiams.com/docs/default-source/board-leadership-resources/2023nasbannbdcalendarnewfinal_11-8.pdf?sfvrsn=826acfd7_2)***

#### **New Board Member Transition**

To support the effective transition of the newly elected board members, each month Board Leadership will highlight items to review with the new board members.

- Review Board of Education policy section and Superintendent Job Description and Responsibilities policies
- Share the Chain of Command policy and Complaint Process policy for public, staff, student, etc.
- Explain Board meeting procedures, agenda preparation.
- Identify who board members contact regarding questions about agenda items or when they need additional background information?
- Review communication, including use of email, text messages, and communicating outside of board meetings.
  - *Contact the NASB Board Leadership team for resources to support effective board governance.*

#### **Board Retreat**

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

## Upcoming NASB Board Leadership Events

Board President Circle Team Meeting – Wednesday, March 15 at 12:00 PM CT, and to support our membership in the Panhandle, we will repeat the Team Meeting at 12:00 PM MT. Join the NASB Board Leadership Team for a one-hour question and discussion of hot topics identified by the participating board presidents.



## **NASB's Video Resources**

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!



## **Networking & Events ... Register Now**

<http://members.nasbonline.org/index.php/events>

(www.NASBonline.org – Events)

*All Dates & Locations Tentative & Subject to Change*

### **NAEP State Convention**

<http://members.nasbonline.org/index.php/naep-state-convention>

March 28-29 – Grand Island

### **NASB Legislative Advocacy Day**

<http://members.nasbonline.org/index.php/legislative-advocacy-day>

April 17 - Lincoln

### **Leadership Workshop**

June 7-8 – Lincoln

### **NASB Member Golf Outing**

June 14 – Kearney

### **School Leaders & Law Conference**

June 14-15 - Kearney



## **NASB Member Virtuals**

<http://members.nasbonline.org/index.php/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

- Previous Member Virtuals Available to Watch Include:

- Gubernatorial Candidates Q&A w/ Blood & Pillen
- 2022 Legislative Recap & Look Ahead
- Tough Times & Tough Meetings: The Board’s Role in Navigating Hot Button Issues
- NASB Member Virtuals w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC, Bryce Wilson of NDE on Cares Act Funds Q&A for School Boards, and More ...



Follow NASB on twitter at [www.twitter.com/NASBOnline](https://www.twitter.com/NASBOnline) using the hashtag #liveNASB  
and on Facebook at [www.facebook.com/NASBOnline](https://www.facebook.com/NASBOnline)

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>  
([www.NASBOnline.org](http://www.NASBOnline.org) – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the Board Notes newsletter for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>  
([www.NASBOnline.org](http://www.NASBOnline.org) - News & Resources - Board Notes)

# RAYMOND CENTRAL PUBLIC SCHOOL DISTRICT

## 2022-2023 Superintendent Goals

Review Months: September, December, **March**, July

- Mutual Goals for New Superintendent 2022-2023

### 1. Develop a visible presence within the schools, the school community, and state.

#### a. Performance Indicators:

- i. Maintain high levels of district visibility at community events.
- ii. Maintain a high level of visibility at school sites and events.
- iii. Develop community partnerships to expand educational opportunities for students.
- iv. Use social media to promote the District

\*Attended: RCEF Golf Tournament, SB: 1; VB: 3, FB: 1, 6th Grade Orientation, Elementary Open Houses, PTC, Pep Rallies, Conference One Act, K-2 Winter Concert,

\*Valparaiso - All classrooms 9/7, 10/6, 11/2, 11/11 lunch, 11/23 Turkey Trot, 1/19, 2/1, 2/21,

\*Ceresco - Most Rooms All classrooms 9/6, 10/6, 10/12, 11/8, 11/9 PD, 11/14, 12/2, 1/17, 1/19, 2/21, 2/23, 2/24, 2/27,

\*Jr/Sr - Greet kids in morning, introductory session in gym, lunch supervision,

\*Ceresco Pancake Feed

\*Roll-out of the new website software and app in January 2023 which includes a new system to replace brightarrow rapid notification

\*Introduced a senior spotlight, 7th grade student spotlight, and staff spotlight monthly on our website

\*Preschool Advisory Meetings 2x this year

\*Attended parent presentation from SmartGen Society

\*Monthly Newsletter articles

### 2. Foster a learning environment in which every student has the maximum opportunity to achieve academic excellence.

#### a. Performance Indicators:

- i. Continue the development of the MTSS system to ensure learning for all students through targeted interventions. (student problem solving teams, ways to track social/emotional/behavioral progress)
- ii. Continued emphasis on training teachers to implement high yield instructional strategies
  1. Implement *Science of Reading* and continued professional development
  2. Continued work with Sherry Crofut, Discovery Education Coach, and Steve to facilitate the EIR grant
  3. Implementation of intentional training on how to teach in the block

- iii. Develop and train the new administrative team establishing effective communications, accountability practices, and effective teacher performance evaluations as critical aspects of the training.

\*Reviewed the Teacher Performance Model together and discussed implementation.

\*Discussed Administrative focus and all principal goals are focused on working with teachers to implement high engagement instructional practices and having students engaged in their learning.

\*Attended three *Science of Reading* trainings.

\*Attended Cogna Training

\*Attended Project Lead The Way Training

\*Serve as the Early Childhood administrator which includes program decision making, attending IEP/MDT, teacher observation, teacher evaluations, advisory team meetings

\*Met in consort with ESU#2 staff to integrate local needs with the ESU#2 overarching plan of support for districts

\*Added four new dual credit offerings in US History, Statistics, 2D Art, and 3D Art

\*Identified struggling 7th grade readers and implementing system of support for those students

\*Elementary teachers and administrators reviewed Domains I and III to pinpoint areas that need additional PD focus around effective instruction

\*Monthly PD on strategies for effective instruction and engaging students at elementary level

### **3. Continue the development of a 10 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets and new construction.**

#### *a. Performance Indicators:*

- i. Prioritize list of projects for all building sites to ensure minimal impact on instructional practice.
- ii. Work with BVH to engage stakeholders in reviewing the options that result from the facility review.
- iii. Work in conjunction with the BOE to take necessary actions that would result from their decision on future facility

\*Facility Committee Meetings

\*Planning Meetings with BVH and FNCM - 3

\*Patron Committee Meeting

\*Facilitate and organize for teacher meetings with BVH

\*Update Facility Planning website page

\*Meeting with board subgroups and planning and debriefing those meeting with Cleve and Tobin

\*Planning with Tobin and facilitation of Informational Campaign kickoff meeting on March 6. (emails, gathering data, materials, etc.)

### **4. Continue the development of safety and security practices for Raymond central.**

#### *a. Performance Indicators:*

- i. Work with appropriate agencies and stakeholders to create reunification plans.

ii. Communicate plans to relevant stakeholders

\*Safety Meeting with Lancaster County Sheriff and county schools. We discussed reunification and how the various county schools are executing plans and practicing reunification. Our resource officers are getting trained in ALICE Active Shooter Response Training (Alert, Lockdown, Inform, Counter, Evacuate). These training protocols will be used in conjunction with our SRP protocol. Our resource officer will be able to provide training for our staff. The training empowers people to make good survival decisions should an attack occur.

\*Attended reunification drill in Fremont, NE

\*Upcoming safety meeting in Lincoln to attend with Deputy Piitz

\*Safety Committee met on September 21, 2022, October 25, November 22

\*Drill protocol covered with all students. Bus evacuation and evacuation drills executed with all students.

\*Redesigned Jr/Sr high drop-off to be one way (safer)

\*Implemented manifests and buddy system for kindergarteners for PM bus routes

\*Assigned additional supervision to bus loading zone at Jr/Sr High

\*Using radios at all campuses for persons who take kids outside

\*Implemented consistent visitor and substitute badging across all schools

\* Deputy Piitz and I met with Father Zimmer, Sts. Mary & Joseph Church, Valparaiso, about a reunification site. We have a signed MOU that Father needs to get diocese approval on.

\* Students in grades 5-12 were provided internet and social media safety training and a related training was offered to all parents/guardians.

\*Tony, Jaxn and I attended an EOP training at ESU#2 which included two tabletop emergency situations. One was a cybersecurity breach and the other was a tornado incident.

\* Staff training on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) intruder training on March 10.

Mach Board Report  
Mr. Jaxn Kobza  
Technology Director

### Technology Projects

- Cleaning up Active Directory and email accounts.
- Automating Student rostering and account creation
- Cleaning up old user accounts they have been left active
- Getting bids for Student and staff devices. I will have bids and a recommendation on devices next month.
- Working on getting our technology rotation plan finalized.
- Evaluating new Classroom management and filtering systems. We are having some hardship and shortcomings with GoGuardian(our current system).
- Also working on getting a RFP (request for proposal) for our printers. Our lease agreement is up this fall.

### Miscellaneous

- Working on securing our network and meeting the requirements for cyber insurance.
- Getting bids to add 2 new cameras to our High School campus outside of restrooms by the main gym as well as the cafeteria restrooms.
- Attending NETA ( Nebraska Education Technology Association) spring conference 3-16 & 3-17 with [Keely Schaffer](#) and [Courtney Polak](#). My focus will be cyber security as well as asset management.

## **Drug and Alcohol Testing**

### 1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

### 2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, FBLA, FFA, and Speech Team.

Any student participating in school sponsored competitive extracurricular activities during the school year must submit a completed Consent to Test Form on or before the first scheduled Fall contest date. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities. If a student submits a form after the deadline, the student will be required to serve the equivalent of a 1st offense of a positive test. This will go into effect during the initial activity(s) that the student participates in and will NOT take the place of a 1st offense. If a student transfers into the district, that student will have ten (10) school days from his/her start date to submit the Consent to Test Form to the school.

If a student who submits his/her form after the deadline has a positive test result later in the year, that student will still serve a 1st offense consequence.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for 12 months from the date the Drop Form is submitted. Students have a fourteen (14) calendar day grace period for reconsideration of a Drop Form. Students' names will remain in the pool for the duration of the fourteen (14) calendar days.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

### 3. Testing Procedure.

#### a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee, or an outside testing organization, to ensure that the testing of eligible students is conducted in a manner that is random and not predetermined. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program. The Superintendent or designee shall coordinate the random testing schedule and procedures with the outside testing organization.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year as determined by the Superintendent and outside testing organization.

#### b. Collection.

The District may contract with an outside testing organization to perform the random testing. The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination. The Superintendent is authorized to develop and implement rules and procedures to maintain the integrity of the collection process, along with any rules or procedures requested or required by an outside testing organization.

~~The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.~~

#### c. Testing.

The outside testing organization shall handle, store, and test samples in accordance with industry standards and best practices for ensuring samples are tested accurately. Nonnegative results require confirmation testing from the lab for a lab confirmed positive. This result will then be sent on to the medical review officer for further analysis. The medical review officer is a licensed physician who has their MRO certification and can medically review the drug test result and if positive, determine if the student has a prescription for the substance and is taking it as prescribed or does not have a prescription and is abusing the drug. The testing organization shall provide sufficient information to the Superintendent upon reasonable request.

### 4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA),

the Health Insurance Portability and Accountability Act (HIPAA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such. An outside testing organization will only be permitted to communicate test results and procedures with those individuals designated by the Superintendent.

Test results will be kept in confidential files separate from the students’ other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

#### 5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test as determined by the outside testing organization;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process; and/or-
- A student or parent admitting that the student tested positive, admitting to the student’s recent consumption of a banned substance, or the student admitting that he/she would test positive due to recent consumption of a banned substance.

The following shall result from a positive test result:

- The student’s parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student’s privilege of participating in extracurricular activities will be restricted as follows:
  - For a first positive test, the student is ineligible to participate in any extracurricular activities for thirty (30) school days pending the submission of a negative drug test.
  - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

#### 6. Appeal Procedures.

A student or the student’s parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and

~~Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the official results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.~~

~~Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school-sponsored competitive extracurricular activities.~~

~~In the event a student or the student's parents or guardians wish to challenge a positive test result, the student and parents or guardians may meet with the Activities Director to discuss the test and results. However, the results of the random test by the outside testing organization's tests will not be changed. The meeting with the Activities Director may involve ways to support the student moving forward. ~~on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.~~~~

Date of Adoption: December 11, 2019

**Consent to Test Form**

I fully understand that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Raymond Central Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Raymond Central Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____	_____
Student Name (print)	Parent or Guardian Name (print)
_____	_____
Student Signature	Parent or Guardian Signature
_____	_____
Date	Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activities:

.

\_\_\_\_\_ I am volunteering to be placed in the testing pool.

### Activity Drop Form

I, \_\_\_\_\_, wish to withdraw from \_\_\_\_\_  
\_\_\_\_\_.

I will submit this form to the Athletic Director. My name will be withdrawn from the testing pool 14 days after the date this is received by the Athletic Director.

Completing this form will pertain to all school sponsored competitive extracurricular activities. I understand, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test Form.

I UNDERSTAND THAT I HAVE 14 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____	_____
Student Name (print)	Parent or Guardian Name (print)
_____	_____
Student Signature	Parent or Guardian Signature
_____	_____
Date	Date

## RESOLUTION

### A RESOLUTION CALLING A SPECIAL ELECTION IN LANCASTER COUNTY SCHOOL DISTRICT 0161 (RAYMOND CENTRAL PUBLIC SCHOOLS) IN THE STATE OF NEBRASKA; AND RELATED MATTERS

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF LANCASTER COUNTY SCHOOL DISTRICT 0161 (RAYMOND CENTRAL PUBLIC SCHOOLS) IN THE STATE OF NEBRASKA:**

**Section 1.** The Board of Education (the “**Board**”) of Lancaster County School District 0161 (Raymond Central Public Schools) in the State of Nebraska (the “**District**”) hereby finds and determines as follows:

(a) The District is a duly organized school district under Nebraska law that maintains both elementary and high school grades under the direction of a single board of education.

(b) It is necessary that funds be provided for the purpose of paying the costs of construction and acquisition of a new school building for preschool through sixth grade, site and public infrastructure improvements, renovations and modifications to the District’s existing buildings and facilities, and providing for the necessary furniture, equipment and apparatus for such buildings and facilities (collectively, the “**Project**”).

(c) To pay the costs of the Project, it will be necessary for the District to issue general obligation bonds of the District in an aggregate stated principal amount not to exceed Forty-one Million Eight Hundred Thousand Dollars (\$41,800,000).

(d) No proposition for the issuance of bonds for any such purposes has been submitted to the electors of the District within six months preceding the date of the special election called by this Resolution.

**Section 2.** A special election (the “**Election**”) is hereby called and shall be held in the District on May 9, 2023, (the “**Election Date**”) at which Election there shall be submitted to the qualified electors of the District the following proposition (the “**Proposition**”):

“Shall Lancaster County School District 0161 (Raymond Central Public Schools) in the State of Nebraska issue its general obligation bonds in an aggregate stated principal amount not to exceed Forty-one Million Eight Hundred Thousand Dollars (\$41,800,000), for the purpose of providing funds for: construction and acquisition of a new school building for preschool through sixth grade, site and public infrastructure improvements, renovations and modifications to the District’s existing buildings and facilities, and providing for the necessary furniture, equipment and apparatus for such buildings and facilities; such bonds to be issued from time to time, to bear interest at a rate or rates, become due at such times, and be sold at such prices as determined at the direction of the Board of Education; and

“Shall the School District cause to be levied and collected annually a special levy of taxes against all the taxable property in the School District sufficient in rate and amount to pay the principal of and interest on such bonds as the same become due?”

The ballots to be voted on and cast at the Election shall have printed thereon the foregoing Proposition, with the words “FOR such Bonds and tax” and “AGAINST such Bonds and tax” following the Proposition.

Qualified electors voting in favor of the Proposition shall blacken the oval opposite the words “FOR such Bonds and tax” following the Proposition, and qualified electors voting against the Proposition shall blacken the oval opposite the words “AGAINST such Bonds and tax” following the Proposition.

**Section 3.** Notice of the Election shall be published in the *Waverly News* at least 42 days prior to the Election Date by the Election Commissioner of Saunders County, Nebraska (the “**Election Commissioner**”), which is the election commissioner of the county having the greatest number of electors in the District entitled to vote on the Proposition. Notice of the Election shall also be given to the qualified electors of the District 20 days prior to the Election and a copy of the sample ballot shall be published one time not more than ten days nor less than three days prior to the Election, or as otherwise provided by law, such notice and sample ballot to be published in the *Waverly News*, a newspaper of general circulation in the District, and the Secretary be and hereby is directed to cause such notice and sample ballot to be published.

**Section 4.** The Secretary is hereby authorized and directed to certify a copy of this Resolution not later than March 17, 2023 (which is the eighth Friday preceding May 9, 2023) to the Election Commissioner, who shall designate the polling places (if applicable), appoint the election officials and otherwise conduct the Election as provided by law. The District hereby agrees to reimburse the Election Commissioner for the expenses of conducting the Election.

**Section 5.** The form of ballot and form of notice for such bond election shall be in substantially the form attached to this Resolution as **Attachment I**, utilizing the appropriate provisions for an election held by mail or at polling places and with such other additions and changes determined appropriate by the Election Commissioner. The Secretary of the Board is hereby authorized and directed in conjunction with the Election Commissioner conducting the Election, to arrange for the printing of the necessary ballots for the Election and to do all other things and to take all other appropriate or necessary action in order to cause the Proposition to be submitted to the qualified electors of the District as above provided.

**Section 6.** Anything to the contrary herein notwithstanding, the President and Secretary of the Board are hereby authorized and directed to (a) cause the form of ballot and form of notice approved herein and attached hereto as **Attachment I** to be published in accordance with such laws, with such changes therein as the President or Secretary of the Board, in consultation with counsel to the District and bond counsel, deem necessary to conform to such laws, and (b) take all further actions necessary to comply with all publication and filing deadlines and other election procedures and requirements as may be necessary or proper to submit the Proposition described in **Section 2** hereof to the qualified electors of the District on the Election Date.

**Section 7.** This Resolution shall take effect and be in force from and after its passage as provided by law.

**PASSED:** March \_\_\_\_, 2023.

**LANCASTER COUNTY SCHOOL DISTRICT  
0161 (RAYMOND CENTRAL PUBLIC  
SCHOOLS) IN THE STATE OF NEBRASKA**

ATTEST:

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

OFFICIAL BALLOT

SCHOOL BOND ELECTION  
LANCASTER COUNTY SCHOOL DISTRICT 0161  
(RAYMOND CENTRAL PUBLIC SCHOOLS)  
IN THE STATE OF NEBRASKA

Tuesday, May 9, 2023

“Shall Lancaster County School District 0161 (Raymond Central Public Schools) in the State of Nebraska issue its general obligation bonds in an aggregate stated principal amount not to exceed Forty-one Million Eight Hundred Thousand Dollars (\$41,800,000), for the purpose of providing funds for: construction and acquisition of a new school building for preschool through sixth grade, site and public infrastructure improvements, renovations and modifications to the District’s existing buildings and facilities, and providing for the necessary furniture, equipment and apparatus for such buildings and facilities; such bonds to be issued from time to time, to bear interest at a rate or rates, become due at such times, and be sold at such prices as determined at the direction of the Board of Education; and

“Shall the School District cause to be levied and collected annually a special levy of taxes against all the taxable property in the School District sufficient in rate and amount to pay the principal of and interest on such bonds as the same become due?”

FOR such Bonds and tax

AGAINST such Bonds and tax

Electors voting in favor of such proposition shall blacken the oval opposite the words “FOR such Bonds and tax” following such proposition, and electors voting against such proposition shall blacken the oval opposite the words “AGAINST such Bonds and tax” following the proposition.

**NOTE: PUBLISH 1 TIME before election (after April 23, 2023, but before May 7, 2023)**

**NOTICE OF SCHOOL BOND ELECTION**

**LANCASTER COUNTY SCHOOL DISTRICT 0161  
(RAYMOND CENTRAL PUBLIC SCHOOLS)  
IN THE STATE OF NEBRASKA**

**Tuesday, May 9, 2023**

PUBLIC NOTICE is hereby given to the qualified electors of Lancaster County School District 0161 (Raymond Central Public Schools) in the State of Nebraska (the “**District**”) that a special election has been called and will be held in the District on Tuesday, May 9, 2023, at which time there shall be submitted to the qualified electors of the District the following proposition:

“Shall Lancaster County School District 0161 (Raymond Central Public Schools) in the State of Nebraska issue its general obligation bonds in an aggregate stated principal amount not to exceed Forty-one Million Eight Hundred Thousand Dollars (\$41,800,000), for the purpose of providing funds for: construction and acquisition of a new school building for preschool through sixth grade, site and public infrastructure improvements, renovations and modifications to the District’s existing buildings and facilities, and providing for the necessary furniture, equipment and apparatus for such buildings and facilities; such bonds to be issued from time to time, to bear interest at a rate or rates, become due at such times, and be sold at such prices as determined at the direction of the Board of Education; and

“Shall the School District cause to be levied and collected annually a special levy of taxes against all the taxable property in the School District sufficient in rate and amount to pay the principal of and interest on such bonds as the same become due?”

FOR such Bonds and tax

AGAINST such Bonds and tax

Electors voting in favor of such proposition shall blacken the oval opposite the words “FOR such Bonds and tax” following such proposition, and electors voting against such proposition shall blacken the oval opposite the words “AGAINST such Bonds and tax” following such proposition.

[Election Commissioner to determine whether election will be held by mail or at polling places and include appropriate provisions for the chosen election method below]

**Polling Place Election**

[Insert provisions if the election is to be held at polling places]

**By Mail Election**

This election will be an election by mail. All registered voters residing within Lancaster County School District 0161 (Raymond Central Public Schools) will receive their ballot by mail and therefore no polling places will be open for voting. Ballots will be mailed by the Election Commissioner of Saunders County (which is the county having the greatest number of voters in the District entitled to vote on the question) between April 17, 2023 and April 29, 2023.

**Voter Registration Deadlines**

The deadline to register to vote at an agency, with a deputy registrar, by mail or delivered by an agent is April 21, 2023. The deadline for in-person registration is April 28, 2023, at the Election Commissioner’s Office in the County in which the voter resides. Any voter who changes information on a current registration or registers to vote after the ballots have been mailed but before the in-person registration deadline of April 28, 2023, by 5:00 p.m., will be given a ballot at the time of registration or change.

**Ballot Return Deadline**

Voted ballots must be delivered to the Saunders County Election Commissioner’s Office at 433 N Chestnut St in Wahoo, NE, by mail, in person or by an agent, and must be received no later than 5:00 p.m. on Tuesday, May 9, 2023.

BY ORDER OF THE BOARD OF EDUCATION  
OF LANCASTER COUNTY SCHOOL DISTRICT  
0161 (RAYMOND CENTRAL PUBLIC  
SCHOOLS) IN THE STATE OF NEBRASKA

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**NOTE TO COUNTY ELECTION COMMISSIONER: PUBLISH no less than 42 days prior to election:**

**On or before March 28, 2023**

**NOTE TO SCHOOL DISTRICT: PUBLISH weekly for 4 consecutive weeks immediately preceding the election:**

**April 13, 2023  
April 20, 2023  
April 27, 2023  
May 4, 2023**



Lynn Johnson &lt;lynn.johnson@rcentral.org&gt;

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## Future Plans

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**Kelly Tvrdy** <kelly.tvrdy@rcentral.org>  
To: Lynn Johnson <lynn.johnson@rcentral.org>

Tue, Mar 14, 2023 at 7:53 AM

Good morning Lynn,

I want to start off by saying that I absolutely love it here at Raymond Central and I feel so blessed to have had the opportunity to teach in such a great and positive school district.

I spoke with Steve this morning and let him know that I have decided not to return to teaching here at Raymond Central next year. While I love this school and my colleagues here, I accepted a position at Saint Wenceslaus in Wahoo. My husband and I plan on building a home in Wahoo in the future and plan on sending our students to this school, which is the reason I have decided to accept the position there.

I would have come to tell you in person, but with conferences this week and our contracts being due tomorrow, I wanted to make sure you know as soon as possible.

Thank you,  
Kelly Tvrdy

**Statement of Intent**

It is the desire and intent of the Board of Education that there be continuous planned public relations activities for all participants in the school community - for students, staff, parents and for the public at large. The public relations efforts should emanate from the school, as well as from the administrative offices.

Because the Board is proud of the staff, students and the school, public relations activities should encompass all areas of school life, including regular instructional activities, special events of unusual interest, extra-curricular activities, accomplishments of students and staff and Board of Education activities.

The purpose of the public relations activities shall be to inform so that all participants in the public education endeavor may gain pride in and understanding of their schools.

**Methods of Communication**

The Board of Education will use various media to keep the public informed—including news releases **on the school website**, to the area newspapers, issuance of newsletters, school newspapers, presentations before parent groups and other community organizations.

All Board of Education publicity releases shall be made through the Superintendent. The Superintendent shall establish procedures for the dissemination of information regarding deliberations and decisions of the Board of Education. The Superintendent shall also establish procedures for the dissemination of local school news, emphasizing student and staff activities and achievements.

Date of Adoption: February 16, 2009

**Raymond Central Public Schools  
Parent/Patron Comment Form**

Commenter: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Comment or Complaint: \_\_\_\_\_

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

Supportive Evidence or Witness: \_\_\_\_\_

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



Relief requested (what I want done in response to the above information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The undersigned states: I have a reasonable belief that the facts in this comment or complaint are true and accurate, and I give permission for an investigation to be made into this matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Principal's Response**

Principal: \_\_\_\_\_ Date Response Received: \_\_\_\_\_

*The Principal will attach a written response indicating the comment, investigative procedures, supportive evidence of witnesses, and recommendation. The attached response has been reviewed with the person initiating the comment by the principal.*

---

---

Signature of Commenter                      Date                      Signature of Principal                      Date



**Superintendent's Response**

Superintendent: \_\_\_\_\_ Date Response Received: \_\_\_\_\_

*The Superintendent will attach a written response indicating the comment, investigative procedures, supportive evidence of witnesses, and recommendation. The attached response has been reviewed with the person initiating the comment by the principal.*

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Signature of Commenter                      Date                      Signature of Superintendent                      Date

**Public Access to School Records - Examination, Making Memoranda, and Copying**

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine, make memoranda and copy School District records. The School District shall not make records of individual students or personnel available except as allowed by law or compelled by court order.
2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday when the Superintendent is present, except legal holidays.
3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, disc, tapes, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:
  - (a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.
  - (b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall establish a fee schedule for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, discs, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.
4. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:
  - (a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;
  - (b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district. [See, Regulation Form 1050A, "Denial of Access To School District Records"]; or
  - (c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. [See, Regulation Form 1050B, "Explanation of Delay in Fulfilling Request for School District Records."]

Legal Reference: Neb. Rev. Stat. § 84-712 et seq.

See Also: Appendix to Policy 5416 for copy charges

Date of Adoption: February 16, 2009

## RAYMOND CENTRAL PUBLIC SCHOOLS REQUEST FOR USE OF FACILITIES

Name of Organization \_\_\_\_\_

Individual Making this Request \_\_\_\_\_  
(Please Print)

Do you live in the District? Yes \_\_\_\_\_ No \_\_\_\_\_

If you do not live in the District, you will be charged a Rental Fee and Custodial/Utilities Fee to be determined by the Superintendent (See Appendix).

If you live in the district and request to use a gym space for a clinic or paid coach from outside the RC organization, a Rental Fee and Custodial/Utilities Fee will be charged.

A trip charge will be assessed if you reserve a space at the Jr/Sr High School on a weekend day for a staff member to unlock and lock the building.

**When reserving a date and time at any facility, priority will be given to groups or teams that include Raymond Central Students.**

Rental Fee \_\_\_\_\_ Custodial/Utilities Fee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Individual responsible for supervision if other than above \_\_\_\_\_

Describe the activities for which you are requesting the facilities \_\_\_\_\_

Starting Month/Date \_\_\_\_\_ Ending Month/Date \_\_\_\_\_

Please list the individual dates: \_\_\_\_\_

Starting time: \_\_\_\_\_ AM \_\_\_\_\_ PM Ending time: \_\_\_\_\_ AM \_\_\_\_\_ PM

<u>Ceresco Elementary</u>	<u>Valparaiso Elementary</u>	<u>Jr-Sr High School</u>
____ Cafeteria	____ Cafeteria	____ Cafeteria/Commons
	<b>**kitchen areas are not available for use at any time**</b>	
____ Gym	____ Gym	____ Gym
____ Restrooms	____ Restrooms	____ Library
____ Other _____	____ Other _____	____ Mustang Room
(Most classrooms are not available for use by Non-School Personnel at any time.)		
		____ Other _____

### SIGNATURE OF INDIVIDUAL MAKING REQUEST IS REQUIRED ON THE BACK OF THIS SHEET AND ON POLICY PAGE

.....  
\*For Office Use Only

Secretary: Check on Availability of Facility \_\_\_\_\_ Key check out? Yes \_\_\_\_\_ No \_\_\_\_\_

Conflicts with \_\_\_\_\_

Principal's Comment \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Activities Director: \_\_\_\_\_ Approved \_\_\_\_\_ Declined

Conflicts with \_\_\_\_\_

Activities Director Signature \_\_\_\_\_

**Requirements for Use of Facility**

- 1. Indicate a specific time and specific date(s) for use of facility or permission may be denied.
- 2. Coaches and sponsors are allowed to reserve reoccurring time slots for one time per week and one time per weekend. If other times are available, a coach or sponsor must complete another request for use of facilities.
- 2. A key must be returned to the office after the final meeting/activity of your group where upon your name will be check off of the Outstanding Key Checkout List.

**Supervisor Responsibilities**

- 1. After all group members are present, Supervisor should lock doors so unauthorized persons do not enter building.
- 2. During inclement weather, ask participants to wipe shoes thoroughly when entering the building.
- 3. The kitchen areas are not available at any time. Make sure that food products are served and eaten in Cafeteria area only. If Cafeterias are used to serve food, follow these responsibilities:
  - a) Wipe off all tables and counters.
  - b) Empty garbage into outside receptacles.
  - c) Clean floor of any trash or spills.
- 4. Supervise participants at all times seeing that they confine activities to assigned areas.
- 5. Before leaving, see to the following:
  - a) Check restrooms to see that toilets are flushed and paper is picked up.
  - b) Check that all lights are turned off and windows closed.
  - c) Double check that doors are locked upon leaving.

Failure to comply with the above stated responsibilities and School Appendix to Policy 1100 governing use of school facilities will result in appropriate charges being assessed to you as requesting individual and the exclusion of the organization from future use of the facility. You and your organization will be financially responsible for any damage to school facilities during the time you and your organization have use of the facilities.

Your signature below represents understanding and consent of the above conditions.

Signature of Individual Making Request

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Date \_\_\_\_\_

**A copy of attached Appendix to Policy 1100-Building Use Procedures must also be signed and returned**

## **Community Use of School Facilities**

When facilities are not being used for educational purposes the District may permit the use of the facility by community-based groups. The superintendent and/or the superintendent's designate will waive the fee for not-for-profit community-based groups unless the District incurs additional expense for personnel. Any additional expense for personnel will be the responsibility of the group using the facility.

All use of school facilities shall be subject to rules and regulations stated by the superintendent or employees to whom the superintendent has delegated authority for the supervision of school facilities. Rules governing the use of the facilities of the School District shall include but are not limited to the following:

1. There shall be a person designated in charge of the facilities and personnel for the period of time the facility is in use. This responsible individual's name shall be provided to the School District prior to the use of the facility.
2. The use of tobacco, alcohol, or other illegal substances will not be allowed in the schools or on school grounds.
3. Any damage incurred to basketball rims and backboards, volleyball nets and standards, and other school equipment/property, will be charged to the group responsible for the use of the facilities on the date and time period specified. If damage does occur, school authorities should be notified immediately.
4. All rooms, gyms, locker rooms, hallways, and restrooms should be kept clean. All trash should be put in the trash containers, and the gym floor and hallway should be swept, the lights turned off, and the building locked upon completion of the use of the facilities.

Facility and property use fees for the areas listed below shall be approved by the Board of Education each July.

- a) Classroom, all schools
- b) All cafeterias
- c) Gymnasiums and athletic fields
- d) Custodial staff
- e) Commons area
- f) Other special considerations

**My signature verifies that I have read and understand the Appendix to Policy 1100-Building Use Procedures.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Facilities Rental Rate Schedule

Board of Education will review each July for upcoming school year.

### Rental Schedule

Classroom	\$50.00	(4 hours; \$12.50 per additional hour)
Cafeterias/Commons (Kitchen areas are not available for use)		
Elementary	\$50.00	(4 hours; \$12.50 per additional hour)
Secondary	\$150.00	(6 hours; \$25.00 per additional hour)
Athletic Fields (*fees are not prorated)		
Football Field/Track	\$1,000.00	(per day)
HS Competition Gym	\$50.00	(per 90 minutes)
HS New Gym	\$50.00	(per 90 minutes)
Ceresco Gym	\$50.00	(per 90 minutes)
Valparaiso Gym	\$50.00	(per 90 minutes)
Special Conditions		
Facility Set-Up	\$20.00	chairs, equipment, etc.
Personnel		
Custodial Staff-Clean Up	<del>\$20.00</del> \$50.00	per hour (per custodian)
Supervision of Facilities	<del>\$20.00</del> \$50.00	per hour (per supervisor)
Trip Charge to Jr-Sr HS	\$20.00	

Date of Adoption: February 16, 2009

Date of Revision: November 7, 2018

Community RelationsRecording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. Sec. 86-290  
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: [Insert Date]

**Title IX – Procedure for Complaints of Sexual Harassment****A. Complaint Procedure - Generally**

1. **Reporting Procedures:** All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:
  - a) Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
  - b) For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
  - c) Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
  - d) For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
  - e) Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator is:

TITLE IX COORDINATOR CONTACT INFORMATION:  
TONY KOBZA, ASSISTANT PRINCIPAL  
1800 W. AGNEW ROAD  
RAYMOND, NE 68428  
(402) 785-2685  
tony.kobza@rcentral.org

2. **District Actions upon Report of Sexual Harassment or Sexual Misconduct:** Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX

Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.

#### B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual's participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.
2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.
3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.
4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of

sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

- (A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.
- (B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:
  - i. Providing the parties with the opportunity to present witnesses and provide evidence.
  - ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
  - iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students'

education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.

- iv. A review of the evidence using a “preponderance of the evidence” standard. To meet the “preponderance of the evidence” standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.
- (C) *Rights of the Parties:* The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District’s educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

- (D) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the “Draft Investigative Report.” The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties’ Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator’s summary of the parties’ interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties’ responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties’ relevant questions. The Title IX Coordinator will provide each party, and the

Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker has received the answers to relevant questions submitted by the parties, the Decision-Maker shall consider the answers and the Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:
- (a) Identification of the allegations potentially constituting sexual harassment;
  - (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
  - (c) Findings of fact supporting the determination;
  - (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
  - (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
  - (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

### C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: September 16, 2020

Date of Revision: June 15, 2022

**Title IX - Procedure for Informal/Formal Hearing**

In accordance with Title IX, the Board of Education of Raymond Central Public Schools, hereby re-affirms the following procedures for handling complaints alleging a violation of Title IX, a federal law which prohibits sex discrimination in any educational program receiving federal financial assistance.

Procedure:

- 1) A written complaint must be presented to the Superintendent, or the Superintendent's designated representative(s) on a form available at the school office.
- 2) The Superintendent or the designated representative(s) may request an informal conference to present information relative to the complaint, or to request further information relative to the specific nature of the complaint.
- 3) If the complaint is not resolved in the first informal conference an informal hearing will be arranged at the convenience of both parties.
- 4) The Superintendent or the designated representative(s) will plan the details of the hearing based upon the nature of the complaint and the number of persons involved. This hearing will be conducted by a Hearing Officer designated by the Superintendent or by the Board of Education.
- 5) The complainant will be notified in writing of the time and place of the hearing.
- 6) Witnesses and/or advisors may be called by either party within limits established by the Hearing Officer.
- 7) Upon completion of this hearing, the Hearing Officer will make a report in writing to the Superintendent within ten (10) school days of conclusion of the hearing, with a copy to the complainant. The Superintendent shall within five (5) school days determine whether to accept the recommended action of the Hearing Officer and notify the complainant of the Superintendent's decision. The complainant shall within five (5) school days notify the Superintendent whether the complainant accepts the decision; failure to identify any points of the decision with which the complainant does not agree shall be considered to be acceptance of the decision or the points with which the complainant has not identified disagreement.
- 8) If the above process does not resolve the complaint, an appeal may be made to the Board of Education through the Superintendent by filing a notice of appeal with the Superintendent within ten (10) school days of the Superintendent's notification.

Legal Reference: Title IX

Date of Adoption: February 16, 2009

**Building Accessibility**

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices.

Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

Legal Authority: Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Date of Adoption: February 16, 2009

**Therapy Animals**

The Superintendent shall have the discretion to allow therapy animals in school when the Superintendent determines that such animals would benefit the school environment. However, no individual shall have any right to bring a therapy animal to school and the Superintendent's decision shall be final.

**1. Requests**

All requests for a therapy animal in school must be submitted in advance to the Superintendent. No therapy animal will be allowed on school grounds without the prior permission of the Superintendent.

**2. Evaluation**

Any person requesting to bring a therapy animal on school grounds must communicate openly and honestly with the Superintendent about the animal. The Superintendent may require documentation and/or information about the animal, such as vaccination records, training history, certification, and the like. Any person who refuses to provide such information may be denied permission to bring their animal to school. The Superintendent will consider such information and/or documentation provided, and may consider other information (such as student allergies, the number of therapy animals already in school, and so forth).

**3. Follow Up**

If the Superintendent approves a therapy animal in school, then it is the requester's obligation to ensure that the animal is under control at all times during the school day. The District shall have no obligation to monitor, train, feed, or care for any therapy animal. If an approved therapy animal becomes disruptive at school, then the animal may be immediately removed from school.

If the Superintendent determines that an animal no longer benefits the school environment, then the Superintendent may prevent the animal from being at school.

Date of Adoption:      [Insert Date]

**Emergency Closure of School Buildings**

If the Superintendent or Superintendent's designee determines that a building or buildings should be closed due to health or safety concerns, then the Superintendent or Superintendent's designee is authorized to close a school building or buildings until the Superintendent or Superintendent's designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Superintendent or Superintendent's designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Superintendent or Superintendent's designee makes the decision to close a school building or buildings, then the Superintendent or Superintendent's designee shall communicate such decision to students, parents, staff, community members and area media outlets as soon as practical.

If a school building is closed, then no person shall be allowed to enter such building unless the Superintendent permits such person to enter such building.

Date of Adoption: [Insert Date]

**Emergency Exclusion of Persons from School**

If the Superintendent or Superintendent's designee determines that a person may pose a health or safety risk to others, the Superintendent may exclude such person from school property. If such person is a student, then the Superintendent or Superintendent's designee may refer to the emergency exclusion provisions of Policy 5101. If such person is a staff member, then the Superintendent or Superintendent's designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Superintendent or Superintendent's designee shall inform such person as soon as possible that they are not permitted on school property until further notice from the Superintendent or Superintendent's designee.

The Superintendent may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

Date of Adoption: [Insert Date]

**Visiting School**

Parents and other interested individuals are encouraged to visit school and are to be made welcome by the respective building staffs and student bodies. Under ordinary circumstances, the teacher being visited by a parent should continue with the regular classroom work. It is desirable that any individual parent-teacher conference be held before or after school in order that the normal instructional activities not be disrupted.

Contacts during school hours with non-school individuals and agencies for materials, service, or programs may be made only with the approval of the principal.

For security reasons, all school personnel and students are asked to see that all visitors are courteously directed to the building principal's office. In addition, the administration may exercise its discretion and has the authority to direct that certain individuals who may pose a threat of harm to students or staff or who may create or have created a disruption to the educational program be prohibited from being on school grounds.

Employees in school buildings shall report to the principal immediately any person loitering on or near the school grounds. If necessary, the principal will notify the appropriate law enforcement agency to investigate the situation.

Legal Reference: Neb. Rev. Stat. § 79-8,109 Teachers, Solicitation by Agents Prohibited, Exceptions  
Neb. Rev. Stat. § 28-901 Obstructing Government Operations

Date of Adoption: February 16, 2009

**Citizen Communication to the Board of Education**

The Board of Education recognizes the necessity for open communication with students, parents, patrons and staff but is also aware that a procedure for processing concerns and complaints is imperative to the normal operations of the District. It is the intent of the Board that concerns and complaints be resolved at the lowest possible level.

**Complaints Made to Individual Board Members**

Members of the Board of Education have no authority or power to act on behalf of the Board or the District except when acting as a member of the entire Board at a duly called board meeting or when acting with express, specific authority granted by the Board or by law. Should any member of the Board be approached by a student, parent, patron or staff member who has a concern or complaint, the member should:

1. Listen attentively to the concerns but not take any inflexible position.
2. Instruct the individual about the District's process for resolving concerns and complaints and direct the individual to the appropriate complaint or grievance procedure or to the Superintendent for information concerning such procedures. If the concern or complaint involves a teacher, the individual should be informed to discuss the matter with the teacher first.
3. Inform the Superintendent of the concern.

The Board and the District shall not be bound in any way by the action or statement on the part of any individual Board member or committee, except when such statement or action is taken or made in conformance with express, specific authority granted by the Board or by law.

**Complaints Made to the Board**

Concerns or complaints may be made to the Board of Education at a duly called Board meeting at such time as the agenda provides for public participation or comment.

In the event the complaint involves a personnel matter relating to an employee of the District, the individual raising the complaint shall be directed to first exhaust the appropriate complaint or grievance procedure. The board shall not respond or take action on such a complaint until such complaint or grievance procedure has been exhausted, unless it is determined by the Board, under the circumstances, that an immediate response or action is required.

Individuals raising concerns or complaints involving non-personnel matters which may be the subject of a complaint or grievance procedure may also be directed to first use such complaint or grievance procedure.

Date of Adoption: February 16, 2009

**Parent/Patron Comment Forms**

Parents and patrons may file a comment with the Superintendent. Comment forms are available in the office of each building. These forms are intended to help resolve issues, arbitrate disputes, facilitate understanding, recognize achievements, and commend success.

Comment forms which have been properly filed with the Superintendent which directly involve a staff member shall be forwarded to the staff member's immediate supervisor for analysis, discussion, and resolution. The forms shall be retained in a separate confidential file in the office of the staff member's immediate supervisor for a period of three years. At the end of the three year period they may be discarded. Comment forms shall not be placed in the staff member's personnel files unless deemed appropriate by the Superintendent or immediate supervisor.

Date of Adoption: February 16, 2009

**Annual Report and School Improvement**

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: February 16, 2009

Date of Revision: June 10, 2020

**Denial of Access to School District Records Form**

Name of Requester: \_\_\_\_\_

Date of School Record Request: \_\_\_\_\_

Name of Administrator Denying Record Request \_\_\_\_\_

Description of Records Requested (Actual written request for record may be attached): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please be advised that the school district has determined that there is a legal basis for a denial of access or copies to all or a portion of the school records requested, and hereby provides the following information regarding such denial:

A. Description of the contents of the records withheld: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Statement of the specific reasons for the denial (Correlate specific portions of the records to specific reasons; include citation of statute expressly providing that particular information or records shall not be made public): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE: Pursuant to Neb. Rev. Stat. § 84-712.03, you may have a right of judicial or administrative review of the denial of access to school district records set forth above, including a right to petition for a writ of mandamus, or petition the Attorney General to review the record to determine if it may be withheld from public inspection.**

**Explanation of Delay in Fulfilling Request for School District Records**

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of such request due to (check all applicable boxes):

Significant difficulty in compiling or copying such records;

Extensiveness of the request.

Additional Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Date of Fulfilling Request: \_\_\_\_\_.

Projected Cost of Copies: \$\_\_\_\_\_.

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office of the business office: \_\_\_\_\_

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

**Advertising and Promotion**

Neither the facilities, the staff, nor the children of the school district shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual, or organization, except that:

1. The schools may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational values.
3. The schools may cooperate with any agency in promoting the activities in general public interest, and which promote the education or other best interest of students.
4. The superintendent of schools may cooperate in furthering the work of any non-profit, community-wide social service agency provided such cooperating does not infringe on school programs or diminish the amount of time devoted thereto.
5. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
6. School representatives may, upon approval of the board of education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.

Legal Reference: Neb. Rev. Stat. § 79-526 Board Authority for Supervision and Control  
Neb. Rev. Stat. § 79-8,100 Teachers, Solicitation by Agents

Date of Adoption: February 16, 2009

**Publications, Radio, and Television**

The board of education welcomes the active participation of print and electronic mass media in promoting educational programs of Raymond Central Public Schools. All resultant news coverage of academic or extracurricular activities must be presented in the public interest. No identification of the school with the promotion of any commercial or political enterprise will be permitted.

All radio and television broadcasts of any school activity or contest originating from the School District's facilities must be coordinated through the office of the building principal sponsoring the activity.

Companies interested in such broadcasts will: (1) Contact the building principal at least forty-eight (48) hours in advance of the event to gain permission and make arrangements for attending the activity. (2) Any company interested in broadcasting an activity will be responsible for all necessary equipment, transmission lines, power sources, and accompanying expenses. (3) Any company interested in broadcasting an activity will be responsible for any financial and legal liabilities pertaining to its own equipment and personnel.

Legal Reference: Neb. Rev. Stat. § 79-526 Board Authority for Supervision and Control  
Neb. Rev. Stat. § 79-1312 et. seq. Telecommunications Operated by the Nebraska  
Educational Telecommunications Commission

Date of Adoption: February 16, 2009

**School Directory**

A school directory will be used and distributed only by authorization of the principal or superintendent of schools. Under no circumstances will it be distributed for political or commercial purposes. If student directory information is released it shall not be released to an agency or individual if personal profit is the object of the receiver. Directory information for purposes of the school directory shall consist of the information that is considered to be "directory information" in the School District's annual FERPA notice. Parents who do not wish to have their child's name(s) included in the directory to be released may request that it be deleted. It shall be the principal's responsibility to delete those names.

Legal Reference: Neb. Rev. Stat. §§ 79-2,104 & 79-2,105; Neb. Rev. Stat. § 79-539  
Neb. Rev. Stat. §§ 84-1201 to 84-1220  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

Date of Adoption: February 16, 2009

### **Community Use of School Facilities**

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

#### 1. Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

#### 2. Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public.
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not

available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon.

Leases of school facilities require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- b. Tax-supported agencies such as educational entities or units of city, county or state government.
- c. Nonprofit community agencies such as private educational agencies.
- d. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.
- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
  - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.
  - ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
  - iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. An accepted application may be withdrawn by the Applicant, subject to approval of the Superintendent or the Superintendent's designee. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburse the District for any expense the District has incurred.

3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
  - i. Comply with all local, state and federal laws, including health and fire codes.
  - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
  - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.
- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
  - i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
  - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.
  - iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
  - iv. Possesses a firearm or a weapon.
  - v. Engages in disorderly, lewd, or lascivious conduct.
  - vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- d. Condition of Premises. Applicant agrees to:
  - i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
  - ii. Not use or allow any school equipment to be used without express approval of school

- administration.
- iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
  - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
  - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
  - vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
  - vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
  - viii. Not cause or allow others to cause damage to school facilities or equipment.
    - 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
    - 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
    - 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
  - ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean-up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean-up.
  - x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.
- e. Financial Responsibility. Applicant agrees to:
- i. Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.
  - ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
  - iii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.

#### 4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use and for clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- f. Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when determined to be needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- a. A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- b. A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

Date of Adoption: February 16, 2009

**Bulletin Boards, Display Case, and Posted Material**

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature.

Legal Reference: Neb. Rev. Stat. § 79-526 Board Authority for Supervision and Control

Date of Adoption: February 16, 2009

**Tobacco Policy**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference: Neb. Rev. Stat. §§ 71-5716 to 71-5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: February 16, 2009

Date of Revision: June 10, 2019

**Anti-discrimination****A. Elimination of Discrimination.**

The policy of Raymond Central Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Raymond Central Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Raymond Central Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

**B. Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Raymond Central Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Raymond Central Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: February 16, 2009

Date of Revision: June 16, 2021

**Title IX - Discrimination**

Raymond Central Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education, hereby adopts and re-affirms the following policy:

- 1) The Board of Education affirms its intent to comply with provisions of Title IX regulation implementing the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education.
- 2) The publication of this statement re-affirms the Districts efforts to comply with the Title IX regulations to inform citizens of non-discriminatory practices in the dissemination process.
- 3) The Board of Education hereby affirms its intent to adopt and publish grievance procedures providing for prompt and equitable resolution of written complaints. Such guidelines shall be developed as part of the administrative procedures, and such forms as needed shall be developed and made available to the public.
- 4) The Board of Education will implement specific and continuing steps to notify the public of its intent for compliance with nondiscriminatory practices. Self-evaluation and a continual assessment of the educational program will be implemented through regular administrative procedures.
- 5) Pursuant to this intent the Board of Education, as of this date, appoints the board policy committee to address these issues, as needed.

Legal Reference: Title IX

Date of Adoption: February 16, 2009

**Form For Filing Complaints**

Lancaster County School District 55-0161  
Raymond Central Public Schools  
1800 West Agnew Road  
Raymond, Nebraska 68428-9783

Date: \_\_\_\_\_  
Person Making Complaint: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

(1) Name of child or person who you believe to have been unlawfully harassed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Statement of facts detailing date and manner in which child or person was harassed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Names of witnesses to the harassment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Relief requested (what I want done in response to this request): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned states: I have a reasonable belief that the facts in this complaint are true and accurate, I am familiar with the School District's Title IX and anti-discrimination grievance and complaint procedures, and I give permission for an investigation to be made into this complaint.

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Date of Adoption: February 16, 2009

**ADA and Section 504 Grievance Procedure**

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

- 1) Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- 2) Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- 3) Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- 4) The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- 5) The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- 6) In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
- 7) A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Legal Reference: Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Date of Adoption: February 16, 2009

**ADA Designation of Coordinator**

Raymond Central Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent shall either coordinate or designate one or more persons to coordinate Raymond Central Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended (ADA and Section 504).

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

Legal Reference: Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Date of Adoption: February 16, 2009

## Service Animals

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

### 1. Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work.
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of all allergens.
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with the balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal's presence, and
- Companion dogs: the provision of emotional support, well-being, comfort, or companionship.

### 2. Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

- The service animal is out of control and the service animal's handler does not take effective action to control it,
- The service animal is not housebroken, or
- The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a "direct threat" exists, an "individualized assessment" is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

### 3. Control of the Service Animal

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal's safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler's control voice control, signals, or other effective means.

### 4. Responsibility for Care or Supervision

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

### 5. Inquiries

When addressing a service animal matter, staff shall not ask about the nature or extent of the person's disability.

Staff may not ask questions about the dog's qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog's presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR § 28.104 and § 35.136  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Neb. Rev. Stat. §§ 20-126.01 and 20-127

Date of Adoption: August 15, 2011

**Fund Raising Activities**

All fund raising activities by school-sponsored groups must have the approval of the building principal and the superintendent.

Date of Adoption: February 16, 2009

**Gifts to the School District**

The Board of Education welcomes monetary and material contributions or other types of citizen contributions to the general school program. All donations become the property of the School District and will be used in the interest of all of the children of the School District.

The Raymond Central Education Foundation is recognized as an appropriate tax-exempt charitable organization for receipt and management of such gifts.

**Gifts to School Employees**

Gifts to employees from parents or students, with a monetary value in excess of \$30, are to be referred to the Raymond Central Education Foundation for disbursement.

Students and patrons shall not in any way be encouraged to give personal gifts to school personnel. If gifts are offered, school personnel should minimize such acts and not give publicity or public recognition to such gifts or publicly praise the donor.

**Gifts by School Employees**

Gifts to students by their teachers or other employees who serve the student as part of their employment are not to be made. Exceptions are allowed for a homebound or seriously ill child, and in other cases where administrative approval has been given.

Date of Adoption: February 16, 2009

### **Memorial Policy**

The loss of a loved one is always very difficult and the desire to remember that loved one is significant. The staff and administration of Raymond Central Public Schools will adhere to the following guidelines when memorializing deceased students and staff.

Should a person or persons seek to memorialize the death of a student who is currently or previously enrolled in grades PreK-12 at Raymond Central School District or of a staff member currently or previously employed by the Raymond Central School District, the following regulation shall be followed.

School Memorials. Raymond Central School District does not conduct memorial ceremonies in the school setting, at school activities, or at activities affiliated with the school district. Published memorials are permitted only with approval of the deceased student's building principal and parents/guardians, and input from the district crisis team as requested by the principal or required by law, in print or online versions of the following Raymond Central School District publications: the yearbook of the year of the individual's death, or the next available school newsletter. Memorials may be included in those publications one time within one calendar year of the individual's death.

Memorials selected for inclusion in one of the District's publications are limited to a picture; name; class year or grade taught; and school activities (for students) or sponsorships (for staff) if applicable. No other information may be included in the memorial for any staff member or student.

Foundation Memorials. With the approval of the student's building principal or the employee's department leader, and input from the district crisis team as requested or required by law, other memorials may only be established if there is no cost to the district, with the consent of the deceased student's parents or guardians or the deceased employee's family, and only through the Foundation for Raymond Central School District.

Memorials through the Foundation for Raymond Central School District include the following:

1. Monetary funds designated for scholarship(s).
2. Monetary funds designated for library books, digital media, supplies and equipment, with the approval of the school principal or department leader. Items purchased through these funds will become the property of the Raymond Central School District and their maintenance and potential removal will be governed by the District, which may discontinue use and dispose of the property without notice to the family.
3. Monetary funds designated to a particular activity or department. Providing these funds does not result in an agreement to "name" the activity or department in that person's honor.
4. Monetary funds designated for plantings on school grounds, such as trees, shrubs, perennials and garden elements. The type and placement of these requires the additional approval of the Facilities and Maintenance Department. Items purchased through these funds will become the property of the Raymond Central School District and their maintenance and removal will be governed by the District without notice to the family.

Any memorial display in existence at the time these regulations are initially adopted, whether in compliance with these guidelines or not, will be removed when four years have elapsed since the death of the individual and offered to the parents or guardians or family, if they can be contacted and retrieve the memorial within a reasonable time.

Parents or guardians or family members of deceased students and employees are encouraged to inform the school or department responsible for the location of the memorial display of any change of address so the memorial displays may be returned to them, if possible.

Date of Adoption: January 16, 2019

**School and Community Organizations**

The board of education regards school and community organizations as a valuable dimension of the educational environment and encourages all employees and employee groups to support their existence and programs.

Date of Adoption: February 16, 2009

**Parent Organizations**

The Board of Education encourages the establishment of parent organizations in the school. Such organizations are vital factors in establishing and maintaining positive home-community-school relationships and their value is recognized by the Board. Parent organizations should coordinate their efforts through the school's administrative offices prior to planning events or activities.

The Board of Education supports the concept of using parents and others as volunteers in the school, not to replace professional staff, but to enrich the educational opportunities for the students. Volunteers may be subject to screening for appropriate qualifications and background to perform assigned tasks.

Date of Adoption: February 16, 2009

**Citizens Advisory Committee**

From time to time the board of education will exercise its judgment in appointing citizens' committees to perform specific duties or give general advice concerning school issues and activities. In addition, some committees will be appointed as adjuncts to educational programs in order to comply with the regulations set forth by accrediting agencies or other government bodies.

1. All of the above referenced committees serve at the pleasure of the board, and they shall not assume duties or authority on any matters other than those explicitly defined by the board.
2. Prior to establishing a committee the board of education will discuss the need for establishing the committee with the superintendent of schools. Recommendations for membership to the committee will be accepted from the board, the administration, and former committee members, but all committee membership lists will be formally approved by the board at an official meeting of the board of education.
3. All committees, unless otherwise specified at the time they were formed, will be dissolved and cease to function at the close of each school year.
4. All committees will elect at least a chairperson and a recording secretary. These individuals shall be responsible for making timely progress reports to the board of education on the committee's activities.
5. The logistics of meeting times and agendas shall be coordinated through the office of the superintendent of schools or another administrative unit so designated at the time the committees are formed.
6. All board members will be entitled to attend meetings of each citizens' committee and to information as to the status of the citizens' committee progress. Individual board members may be designated as liaisons between the board of education and the committees. Unless the citizens' committee is established with the declared intent of being subject to the public meetings requirements, the citizens' committees shall not hold hearings, make policy or take formal action on behalf of the Board, shall make their report or recommendations to the Superintendent (who shall make such report to the Board as determined appropriate) and not to the Board, and board members shall not be members of such committees.

Date of Adoption: February 16, 2009

**Utilizing Community Resources**

School principals and their respective staffs are urged to identify and utilize the special talents and resources of individual citizens and community organizations to provide appropriate enrichment experiences for students. School personnel utilizing any individual or group resources shall clear this activity through their respective building principals.

Date of Adoption: February 16, 2009

**Staff Participation in Community Affairs**

All employees are encouraged to participate in community organizations and activities. The school board feels that school-community relations are enhanced when school personnel interact with other people within the community. This interaction serves to informally transmit school information to patrons of the community and to gather public opinion on the school's effectiveness and its activities.

Date of Adoption: February 16, 2009

**School Personnel and the Public**

While it is the superintendent of school's responsibility for district-wide public relations, it is the board's belief that all school employees are obligated to promote a positive image of the school district, its programs, and students. To that end, all employees are encouraged to use tact, patience, and courtesy in their relationships with students, parents, and district patrons and to serve as good role models in their personal conduct.

Date of Adoption: February 16, 2009

**Student Production of Goods and Services**

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students' educational development. Such activity is to be authorized by the building principal and supervised by assigned staff.

Date of Adoption: February 16, 2009

**Public Performances by Students**

Participation in community celebrations, patriotic observations, or other special events by bands, choral groups, athletic teams, or other student groups is recommended by the board of education as a means for establishment of better public relations between the school district and the community. The use of school groups to promote partisan politics, sectarian religious views, non-school money raising activities, or selfish propaganda of any description is not approved.

School principals are urged to cooperate with any group or groups having promotion of the welfare of the youth of the community as their purpose, provided that youth of every race, religion, nationality, and social strata benefit equally.

All public performances by students shall be approved by the superintendent of schools.

Date of Adoption: February 16, 2009

**Opioid Overdose Prevention and Response**

The Raymond Public School district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer firefighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

**Procurement and Storage.** The school nurse in consultation with the superintendent will make the necessary arrangements to obtain naloxone. The naloxone will be stored in the nurses' office(s). The school nurse in consultation with the superintendent, will reorder naloxone as needed.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

**Training.** Licensed health care professionals (nurse and health tech) and school resource officers employed on the high school and middle school levels shall all complete a CDC approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall review the DHHS standing order and applicable naloxone administration protocols as needed.

**Recordkeeping and Reporting.** Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Date of Adoption:

**Adoption, Amendment or Suspension of Policies**

A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and **will require two readings to pass and take effect.** ~~so passed shall take effect immediately.~~

B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.

C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: May 18, 2009