

RAYMOND CENTRAL PUBLIC SCHOOLS - DISTRICT #55-0161
BOARD OF EDUCATION REGULAR MEETING, WEDNESDAY, OCTOBER 11, 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. Budget/Tax Asking Hearing and Regular Minutes of September 13, 2023

Raymond Central Public Schools (District 0161) Board of Education Budget and Tax Asking Hearing

Wednesday, September 13, 2023 at 6:00 PM

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, **Absent:** Derek Matulka. Also in attendance were: Lynn Johnson, Superintendent; Mark Smith, Jr-Sr High Principal; Tony Kobza, Activities Director/Asst Principal; Steve Rose, Elementary Principal; Deb Kruse, Asst Elementary Principal; and Amanda Coufal, SpEd Coordinator.

Call the Hearing to Order and Pledge of Allegiance

President Breitreutz called the Budget and Tax Asking Hearing to order at 6:00 PM and the Pledge of Allegiance was said.

Open Meeting Law

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

Presentation of the 2023-24 budget and the 2023-24 tax asking

Superintendent Lynn Johnson presented a slideshow capturing changes in the budget. The budget and tax asking are designed to meet district needs while being attentive to the board's budget goals. Almost 84% of the budget is in personnel costs. The 2023-2024 budget would generate a tax asking of \$9,743,523.00 which is an increase of \$99,878.00 and a reduced levy of \$0.990180 (down from \$1.128779).

Receive Public Input

After the presentation the public was given the opportunity to ask questions.

Close the Hearing

President Breitreutz closed the Budget-Tax Asking Hearing at 6:31 PM.

Raymond Central Public Schools (District 0161) Board of Education Regular Meeting

Wednesday, September 13, 2023 at 6:00 PM

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, **Absent:** Derek Matulka. Also in attendance were: Lynn Johnson, Superintendent; Mark Smith, Jr-Sr High Principal; Tony Kobza, Activities Director/Asst Principal; Steve Rose, Elementary Principal; Deb Kruse, Asst Elementary Principal; and Amanda Coufal, SpEd Coordinator.

Call to Order and Pledge of Allegiance

President Breitreutz called the Regular Meeting to order at 6:31 PM.

Motion to Excuse Board Member's Absence

Motion by Benes, second by Blanchard to approve the absence of Derek Matulka. RCV 5-0. Motion carried.

Open Meeting Law

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.

Consent Agenda

Motion by Burklund, second by Lange to approve the consent agenda as presented including the regular meeting minutes of August 16, 2023; Public Workshop/Special Board Meeting minutes of August 30, 2023; August financial statement; and monthly bills. RCV 5-0. Motion carried.

Regular Minutes of August 16, 2023 and Public Workshop/Special Board Meeting of August 30, 2023

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Congratulations and thanks to Carolyn Enevoldsen who wrote a grant to the Nebraska Arts Council and was granted an award of \$628 to bring the Nebraska State Poet, Matt Mason, to our campus and visit with our students. She also wrote and received a grant from the Nebraska Cultural Endowment and the State of Nebraska for the same person to make a presentation to a public group as an expansion of the classroom segment for our learners. The Writers Symposium will be a large part of the public group in attendance and Dr. Harriet Gould has expressed her appreciation for this opportunity as the organizer of the Writers Symposium.

Public Forum

Chris Dickey addressed the Board regarding Policy 5101-Student Discipline.

Reports

Administrative Reports

Submitted by Mark Smith, Jr-Sr High School Principal

STAFFING: Teaching and classroom support roles are all filled for the start of the year. We have the people in place to do the important work of serving our students. We are also getting individuals in place for some long-term sub needs later in the year.

HAPPENINGS:

- Fall activities are in full swing.
- Our band traveled to Grand Island on 9/01 to perform at the Nebraska State Fair.
- Grades 6-8 will begin their fall NSCAS testing over the next couple of weeks.
- Grades 9-10 will begin their fall MAP testing over the next couple of weeks.
- 16 FFA students traveled to Central Community College in Columbus on 9/06.
- Tasha Osten has been into classes helping students utilize Naviance (our college, career, and life-readiness platform).

TEACHER/STAFF PREP: I have been in teacher classrooms multiple times in the last month. It has been great to see teachers and students engaged in the process of learning. I have specifically been gathering data on the use of Checks for Understanding during instruction. This information is informing the professional development we are providing teachers during the year.

Our professional development on September 15 will consist of training around overall student engagement. Mike Feit from ESU 2 will be spending time on engaging students through classroom culture. Sam Butler from ESU 2 will provide some training for teachers on engaging students through intentional planning of instructional time (effective use of block schedule). Breanne Poston, Deb Kruse, and I will facilitate training for teachers on effective engagement practices during instruction. I am excited that the 6-12 professional learning is beginning to align with a district-wide model of professional learning and development.

CURRICULUM:

- Grade 6-8 ELA teachers will continue work with staff from ESU2 to plan use of the new ELA curriculum as part of their professional development on September 15.
- While teachers are still working through the new ELA curriculum, they have commented that it has created a higher frequency of student engagement. The curriculum also has a focus on building student vocabulary.
- Staff from ESU2 will be coming to do coaching walk-thrus as our math teachers implement new math standards. ESU2 staff will also be providing some training for me to utilize the walk-thru and coaching process for our math teachers.

OTHER:

- Tasha Osten and I attended a visit day at Southeast Community College on August 31. SCC continues to grow and expand great offerings for our students both while they are still in high school and post-high school.
- Our school-wide expectations have begun to be implemented. Posters are up in classrooms, in hallways, restrooms, etc. The use of common language and common expectations will continue to be implemented. This is key to helping our students know and understand what is expected of them, and helps set the stage for our campus to be a safe and secure environment.
- The Middle School Coordinator role has already begun to make a positive impact on grades 6-8. Breanne has helped put together proactive plans for individual students, and worked collaboratively with teachers to find ways to build better relationships with students.
- Breanne has also played a key role in developing processes and resources for our MTSS teacher teams 6-12. These MTSS teams allow teachers time to be proactive with student academic, behavioral, or other concerns that begin to arise.

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

Activities - FFA participated in the State Fair as well as the Band. Conferences, competitions and other events are just getting started.

Athletics - We are in full swing as the next three weeks are jam packed with home and away events for Jr High and High School teams. I am very proud of the coaches for the work they have put in to build relationships and help develop our students. I want to thank all of the administrators who have stepped up and helped with supervision during this busy stretch.

Facilities - The indoor concession stand renovation is now complete.

A TV was added on the wall outside the Mustang Room that will have games streaming for those in the line at concessions to be able to watch. An additional touch screen will be installed to replace the Senior Picture brackets that will be user friendly and easy to access.

Record boards for athletics have been hung and look great.

Perpetual plaques have been completed for Activities, Band, Speech and Play Production to recognize annual winners. These match the Athlete of the Year Plaques.

Coaches are currently completing three NFHS required trainings that must be completed once every three years. We will also be holding CPR training on August 16 which must be completed every two years.

Submitted by Steve Rose, Elementary Principal and Deb Kruse, Assistant Elementary Principal School Year Focus

- Wit & Wisdom / Orton Gillingham Implementation
 - Teacher's met with rotating Subs on August 24 to work on their first data analysis of the new curriculum resources.
 - Caryn Zietlow and Sam Butler lead this meeting to guide teachers in how the processes are going, working through questions and concerns and finding out how the data collections from the programs were proceeding.
- School-wide Expectations
 - Each week our schools are focused on a different common area of the school and our morning announcers highlight those areas and speak to what it means to be Safe, Respectful and Responsible in those areas.
 - We continue to recognize students who exhibit our Mustang Way Expectations by handing out "Caught in the Act" tickets that students can put in their classroom jars for a chance at a drawing for prizes.
 - We held our first Mustang Assembly on 9.1.23 for the purpose of recognizing the hard work that staff and students have done to promote the expectations each day. We also used this time for teachers to recognize students who have gone above and beyond in the classroom and other areas of the school. The assembly was a huge hit with the students and they are truly excited about the culture we are building at our schools.
- Classroom Culture
 - Continued...Mike Feit from ESU 2 will be guiding us through the Classroom Culture curriculum (District). There are online modules for teachers to complete and then teachers will meet with Mike to deepen understanding of the Five Principles of Classroom Culture promoted in the course (Consistent, Calm Behavior / Sustainable Routines / First Attention to Best Conduct / Scripted Interventions / Restorative Approaches)
- Patriot Day:

- On 9.11.23 our students met at the flagpole with a brief ceremony in observance of Patriot's Day. Abby Spangler also shared possible activities for teachers to use in the classroom to enhance the understanding of this event.

Upcoming Dates / Events

- 9.15.23 - All Day PD / Workday with ESU Support
- 9.29.23 - Mustang Assembly

Submitted by Amanda Coufal, Director of Special Education

Life Skills Happenings: The life skill students are participating in specific Functional Skills during Advisory time. Thank you to Stacey Doan and our amazing para-educators who are making this possible for our students.

- **Mail Monday:** Students will practice writing letters and emails during this time to practice their communication and writing skills. Our non-verbal students will communicate through pictures. We have collaborated with Auburn Public School's life skills program and will start a pen-pal program with them.
- **Tasty Tuesday:** Students will locate recipes, create a grocery list and make simple recipes to eat. They will then combine these recipes into their own cookbooks to take home at the end of the year.
- **Wacky Wednesday:** Students will engage in social skills activities during this time such as playing games and participating in yoga.
- **Treat Trolley Thursday:** Students will be available for staff to purchase treats from the Treat Trolley. Students will take inventory, sell items, count back change, etc.
- **Friday Flowers:** Students will create bouquets of fake flowers for teachers to display in their classrooms for the week.

Transition Services (18-21 Program): We currently have one student that is participating in our transition program. On Monday, Wednesday, and Friday's she attends Hands of Heartland in Lincoln. On Tuesday and Thursday, she is in a work based learning environment. In the mornings, our student works at Driftwood Vet with her job coach, Maggie Suchy. Currently, she is cleaning/power washing their pet resort facilities for the pets. Then she takes some of the dogs on 1-mile walks. She is enjoying this job opportunity and has been a great employee. In the afternoons, she and Maggie work on job applications, strengthening her communication skills while at her job site, rates her employability skills, and creates task boxes for our elementary students. A big shout out to Maggie for being instrumental in helping lead this program and to Driftwood Vet for their collaboration with Raymond Central.

MDT/IEP Meetings: School has started and so have MDT/IEP meetings for our students and parents. In the 18.5 days that school has been in session, our special education teachers have already held 16 meetings to update IEP's and prepare students for the new school year.

New Staff: We hired a substitute para-educator at Valparaiso while Aiden Cronin is on maternity leave. Jeni Vech started with us and she has been a great addition to our staff!

Technology Report

Submitted by Jaxn Kobza, Technology Director

- Network rebuild is complete in Val and Ceresco.
- Access Control for doors at HS campus is going to be wrapped up at the end of September.

- The Ceresco Intercom system will be replaced September 15.
- Waiting on amplifiers for HS football field to finish the sound system. Was told mid November for the ones we originally ordered but KC AV is looking for other options to get this done sooner.
- Teachers are loving the new interactive displays we got for a few of the Elementary classrooms.

Student Board Member - Rosalie Tvrdy

Submitted by Rosalie Tvrdy, Student Body President

Hello, my name is Rosalie Tvrdy, and I am the Student Body President this year. I want to talk about the Student Council and what we are planning for Homecoming week. This year, we came up with the themed days of pajama day, decades day, dress like your favorite teacher day, twin day, and spirit day on Friday to get excited for the Homecoming football game. The Student Council pep rally committee is also planning the pep rallies this year, and we will have two. One on Monday to announce Homecoming Court and Mr. and Miss Mustang. The Homecoming Court and teachers (who are interested) will play one set of volleyball during this pep rally. At our pep rally on Friday, we will have the band play the School Song, and cheer and dance will perform their routines to this song. We will also recognize all fall sports, and the coaches of each sport will talk about their teams and how the seasons are going so far. We will also have an obstacle course for the Homecoming Court to do during this pep rally. Mrs. Polak will teach the Mr. and Miss Mustang candidates a dance, and they will also have to perform this dance at the pep rally. Throughout the week, the Mr. and Miss Mustang candidates will be scored based on how they dress for the themed days, and these scores, as well as their dance, will be considered for who wins the Mr. and Miss Mustang contest. The Student Council is also planning for the homecoming dance, and we have our decoration committees choosing decorations and talking with janitors to help set up decorations for the dance. We have also talked to Mr. Hackbart about building a backdrop for photos for the dance. The Student Council has been working hard preparing for homecoming, especially with Homecoming being a little bit earlier this year compared to last year.

Another thing I wanted to talk about is the adjustment to the Red Zone/Green Zone for phones and head gear throughout the school. Students have adjusted well to these zones, and a lot of students are happier being able to wear hats during school, and this brings the energy up and the positivity up throughout the school.

Superintendent's Report

Enrollment Data - At the end of August our overall student enrollment is 751 students with 50 of those being PK students. Our largest grade level is the 9th grade at 71 students. We currently have 4 more students optioning out as compared to optioning in (111 vs. 107). Additional information is in the attached enrollment document.

Superintendent Goals - The goals that are presented here for Board consideration are reflective of the administrative focus for this school year. The goals are tied to Strategic Plan Goals and Performance Indicators. In addition to these specific goals, there are other key functions that will be unique to this school year to include the preparation for the Cognia external visit and working with a search firm for a Superintendent replacement.

- Goal I. Student Performance: Continue the development and initial implementation of the district Instructional Model Framework. (G1.P13) (G6.PF1)
- Goal II. Student Performance: Continue the implementation of the Multi-Tiered Systems of Supports (MTSS-B) model in K-12 is implemented with fidelity to support student learning and social-emotional/ behavior instructional support. (G1.P13) (G7.PF1.PF2)

- Goal III. Facility/Student Performance: Continue the development of a 10 year facility master priority list that addresses maintenance and improvements for existing buildings and grounds and to determine configuration of students to maximize use of facilities and instruction. (G4.PF1)
- Goal IV: Continue the development of safety and security practices for Raymond Central Public Schools. (G8.PF1.PF2.PF3.PF4)

Superintendent Evaluation Process - In speaking with Board President, Brad Breitreutz, it was decided that we would maintain a similar schedule for Superintendent Evaluation that we used last year - we would use NASB to assist with the evaluation process and that we would use the standard evaluation tool (as opposed to the 360 degree instrument). Lynn and Brad will reach out to NASB to affirm a timeline. If the timeline parallels last year it would be as follows:

1. October 11-17: Superintendent completes the self-evaluation
2. October 19: Send board members self-evaluation results
3. October 19-28: Board complete their evaluations
4. Final reports sent to the Board President by November 3.

NASB Area Meeting - This meeting is being held at Fremont Middle School at 5:00 p.m. on September 20th. We have five board members registered to attend. We will plan to leave the parking at 4:00 p.m. and I can also pick up at Ceresco Elementary for those that might desire that option.

NASB Monthly Update

NRCSA 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

Important Upcoming Dates:

Facilities Report

- Upgrades to the Ceresco intercom system are scheduled for next week.
- The parts for the speaker system at the FB field are still not in. Jaxn is working with the vendor to address the delays.
- The door access installation should be completed by the end of this week.

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

New Business

Discuss, Consider and Take Necessary Action to Approve the 2023-24 budget

Motion by Lange, second by Benes to approve the 2023-2024 budget as follows: General Fund: \$12,377,397.00; Depreciation Fund: \$1,841,186.00; Employee Benefit Fund: \$193,980.00; Activities Fund: \$576,955.00; School Nutrition Fund: \$745,000.00; Bond Fund: \$1,563,374.00; Special Building Fund: \$3,114,231.00; QCPUF Fund: \$10,568.00; and Student Fee Fund: \$85,421.00 for a Total Budget of Disbursements: \$20,508,112.00. RCV 5-0. Motion carried.

Discuss, Consider and Take Necessary Action to Set System-Wide 2023-24 Property Tax Request for General Fund, Building Fund, and High School Bond Fund

Motion by Lange, second by Benes to approve the tax resolution to set system-wide 2023-2024 property tax request at \$9,743,523.00 with fund requests of: General Fund: \$8,198,220.00; Bond Fund: \$699,141.00; and Special Building Fund: \$846,162.00. RCV 5-0. Motion carried.

Discuss, Consider and Take Necessary Action to approve the purchase of a minivan for special education

Motion by Benes, second by Lange to approve the purchase of a minivan 'not to exceed \$41,500.00' to be used for transporting special education students. RCV 5-0. Motion carried.

Discuss, Consider and Take Necessary Action to Approve Substitutes

Motion by Burklund, second by Breitzkreutz to approve Jennifer Burklund and Abigail Zagotta as substitute teachers; and Courtney Barry and Jeni Vech as substitute paraeducators. RCV 5-0. Motion carried.

Next Regular Board Meeting is Wednesday, October 11, 2023

The next regular Board of Education meeting will be Wednesday, October 11, 2023.

Adjournment

Motion by Lange, second by Benes to adjourn the meeting at 7:09 PM. RCV 5-0. Motion carried.

5.2. Financial Statement/Report



Raymond Central Public Schools
General Fund Comparison to Previous Year
Sept 2023

	9/1/2023 - 9/30/2023	9/1/2022 - 9/30/2022
Balance - Beginning of Month	\$3,551,627.52	\$2,598,686.63
Receipts	\$1,324,479.15	\$1,218,341.63
Interest Earned	\$7,410.01	\$259.96
Disbursements Outstanding Cks	<u>-\$942,455.91</u>	<u>-\$1,302,570.40</u>
Balance - End of Month	\$3,941,060.77	\$2,514,717.82



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

LANCASTER COUNTY TREASURER	
TAXES	225,237.60
PERSONAL PROP TAXES	4,566.39
CARLINE TAXES	341.48
MOTOR VEHICLE TAXES	27,292.97
FINES & FEES	1,098.00
SAUNDERS COUNTY TREASURER	
TAXES	841,112.22
CARLINE TAXES	198.40
MOTOR VEHICLE TAXES	24,857.63
FINES & FEES	1,612.36
SEWARD COUNTY TREASURER	
TAXES	30,503.14
MOTOR VEHICLE TAXES	1,239.20
FINES & FEES	74.25
BUTLER COUNTY TREASURER	
TAXES	1,688.44
FINES & FEES	6.33
STATE OF NEBRASKA	
STATE AID	126,689.00
MEDICAID	13,334.66
ESU RECEIPTS	
STIPEND PAYMENT CPI TRAINING	117.53
PRE K TUITION	
PRE K TUITION	872.62
RCPS HOT LUNCH FUND	
SEPT. HOT LUNCH PAYROLL EXPENSES	22,798.93
JONES BANK	
GENERAL FUND INTEREST -SEPT	7,410.01
NON REVENUE RECEIPTS	
NE STATE FAIR- MILEAGE REIMB. BAND	\$210.00
NE ARTS COUNCIL- POET LAUREATE GRANT	\$628.00
TOTAL	\$1,331,889.16

SEPTEMBER 2023	Percent of Year Completed		8.30%			
2023-2024 RECEIPTS		M-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2023-2024	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2023-2024	2023-2024	2022-2023	2023-2024	2022-2023
Property Taxes	8,116,238.00	\$1,098,541.40	\$1,098,541.40	\$1,011,034.18	13.54%	12.43%
Motor Vehicle Tax	499,000.00	\$53,389.80	\$53,389.80	\$51,612.60	10.70%	11.47%
Public Power Tax (5% Gross)	39,000.00	\$0.00	\$0.00	\$3,826.29	0.00%	10.93%
Carlina Taxes	2,530.00	\$539.88	\$539.88	\$474.26	21.34%	15.81%
Other Tuition	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest	8,000.00	\$7,410.01	\$7,410.01	\$1,816.43	92.63%	56.76%
Local License Fees	3,900.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Other Local Receipts(Pre-K)	12,000.00	\$872.62	\$872.62	\$1,324.34	7.27%	11.04%
Fines & License Fees	26,000.00	\$2,790.94	\$2,790.94	\$2,257.32	10.73%	7.52%
ESU Receipts	7,300.00	\$117.53	\$117.53	\$3,312.96	1.61%	0.00%
State Aid	1,213,974.00	\$126,689.00	\$126,689.00	\$96,348.00	10.44%	10.00%
Special Education	972,397.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Special Educ. Transportation	\$21,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Homestead Exemption	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	0.00%
High Ability Learners	5,500.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Pro-Rate Motor Vehicles	19,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
State Apportionment	103,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Relief to Property Tax Payers	\$0.00	\$0.00	\$0.00	\$0.00	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	\$4,566.39	\$4,566.39	\$6,903.64	100.00%	100.00%
Title I /II Funds	49,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Other Federal Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
SPED IDEA Grant PreK	124,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Private Grants-College Access	3,500.00	\$0.00	\$0.00	\$0.00	100.00%	0.00%
Carl Perkins	25.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Other Non-Revenue Receipts	1,000.00	\$838.00	\$838.00	\$419.27	100.00%	100.00%
Ag Land Property Credit	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	100.00%
ESSER (COVID-19) Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	100.00%
Sale of Property	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
MIPS-Medicaid-Public Schools	\$8,900.00	\$13,334.66	\$13,334.66	\$0.00	149.83%	0.00%
TransferOther Fund/ Imprest	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	100.00%
Insurance Adjustments	1,000.00	\$0.00	\$0.00	\$353.00	100.00%	100.00%
TOTAL	\$11,262,264.00	\$1,309,090.23	\$1,309,090.23	\$1,179,682.29	11.62%	11.31%
2023-2024 DISBUREMENTS		M-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2023-2024	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2023-2024	2023-2024	2022-2023	2023-2024	2022-2023
Instructional Services	\$5,285,000.00	\$434,522.06	\$434,522.06	\$379,620.32	8.22%	7.29%
Special Education	\$2,017,427.00	\$138,388.18	\$138,388.18	\$160,808.61	6.86%	8.05%
Guidance	\$227,900.00	\$29,086.83	\$29,086.83	\$19,389.61	12.76%	8.51%
School Health Nurse	\$112,750.00	9,035.85	9,035.85	\$9,004.19	8.01%	7.99%
Safety & Security	\$52,151.00	144.75	144.75	\$0.00	0.28%	0.00%
Activities	\$95,020.00	\$28,119.29	\$28,119.29	\$6,107.25	29.59%	6.43%
Media, Audio Visual, Technology	\$710,125.00	\$69,633.72	\$69,633.72	\$38,749.73	9.81%	5.46%
General Admin (Supt/BOE/Legal)	\$428,800.00	\$25,746.73	\$25,746.73	\$33,558.24	6.00%	7.83%
School Administration (Principals)	\$762,100.00	\$61,774.79	\$61,774.79	\$57,438.47	8.11%	7.54%
Business	\$322,600.00	10,326.71	10,326.71	\$6,681.99	3.20%	2.07%
Operation of Plant	\$789,500.00	61,612.31	61,612.31	\$48,308.63	7.80%	6.12%
Maintenance of Plant	\$517,500.00	28,788.33	28,788.33	\$18,656.60	5.56%	3.61%
Pupil Transportation	\$536,549.00	\$13,988.25	\$13,988.25	\$21,076.94	2.61%	3.93%
Fed. Grants (PreK expenses)	\$129,975.00	\$8,738.19	\$8,738.19	\$10,623.47	6.72%	8.17%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
TOTAL	\$11,987,397.00	\$919,905.99	\$919,905.99	\$810,024.05	7.67%	6.77%



**Raymond Central Public Schools
Financial Report 9/30/2023**

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 - Sept. 1, 2023	\$3,551,627.52
Sept Receipts	\$1,331,889.16
Sept Disbursements	<u>-\$942,455.91</u>
Cash Balance - Sept 30, 2023	\$3,941,060.77

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 - Sept. 1, 2023	\$214,383.35
Sept Receipts	\$16,659.26
Sept Disbursements	<u>-\$56,740.01</u>
Cash Balance - Sept 30, 2023	\$174,302.60

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 construction.

Cash Balance - Sept. 1, 2023	\$1,605,585.23
Sept Receipts	\$95,190.76
Sept Disbursements	<u>-\$11,650.80</u>
Cash Balance - Sept 30, 2023	\$1,689,125.19
Certificate of Deposit	<u>\$1,029,869.53</u>
Combined Balance - Sept 30, 2023	\$2,718,994.72

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 - Sept. 1, 2023	\$877,744.77
Sept Receipts	\$27,489.09
Sept Disbursements	<u>\$0.00</u>
Cash Balance - Sept 30, 2023	\$905,233.86

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 8/2023, \$400,000.00 was transferred from the GF budget that was planned but not spent. This transfer was earmarked for truck/bus purchase, technology, safety upgrades and curric. materials.

Cash Balance - Sept. 1, 2023	\$866,900.27
Sept Receipts	\$1,715.82
Sept Disbursements	<u>-\$8,100.00</u>
Cash Balance - Sept 30, 2023	\$860,516.09
Certificate of Deposit	<u>\$1,248,433.00</u>
Combined Balance - Sept 30, 2023	\$2,108,949.09

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

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

Funded by: Local taxes via tax levy.

For RC: Not used at this time.

Cash Balance - Sept. 1, 2023	\$10,571.90
Sept Receipts	\$7.56
Sept Disbursements	<u>\$0.00</u>
Cash Balance - Sept 30, 2023	\$10,579.46

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 8/20223 \$100,000.00 was transferred from the GF earmarked to pay Admin Benefit costs during the 23-24SY.

Cash Balance - Sept. 1, 2023	\$236,142.02
Sept Receipts	\$187.62
Sept Disbursements	<u>\$0.00</u>
Cash Balance - Sept 30, 2023	\$236,329.64
Certificate of Deposit	<u>\$16,466.97</u>
Combined Balance - Sept 30, 2023	\$252,796.61



Raymond Central Public Schools
Student Activities Fund Balances Sept 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
Annual	12,214.80	427.00	0.00	12,641.80
AP Funds	45,239.69	0.00	0.00	45,239.69
APEX	369.05	0.00	0.00	369.05
ART CLUB	(21.76)	159.44	0.00	137.68
Athletics	256,959.01	32,234.50	37,839.14	251,354.37
Band	611.06	0.00	525.00	86.06
Band Trip	10,669.76	0.00	0.00	10,669.76
Baseball	518.09	0.00	0.00	518.09
Boys BB	1,630.58	0.00	0.00	1,630.58
Ceresco Book Fair	0.26	0.00	0.00	0.26
Ceresco Field Trips	2,994.32	0.00	0.00	2,994.32
Ceresco Fundraising	2,233.57	0.00	0.00	2,233.57
Ceresco Pop	59.09	0.00	0.00	59.09
Cheerleaders	6,957.90	28.95	0.00	6,986.85
Choir	14,443.76	0.00	0.00	14,443.76
Class 2024	(202.43)	397.69	0.00	195.26
Class 2025	91.78	118.38	0.00	210.16
Class 2028	3,008.33	0.00	0.00	3,008.33
Class 2029 Field Trip Funds C	1,566.36	0.00	0.00	1,566.36
Class 2030 Field Trip Funds C	3,056.11	0.00	0.00	3,056.11
Class 2031 Field Trip Funds C	2,003.66	0.00	0.00	2,003.66
Class 2031 Field Trip Funds V	1,852.33	0.00	0.00	1,852.33
Class 2032 Field Trip Funds C	1,420.87	0.00	0.00	1,420.87
Class 2032 Field Trip Funds V	1,339.63	0.00	0.00	1,339.63
Class 2033 Field Trip Funds C	891.33	0.00	0.00	891.33
Class 2033 Field Trip Funds 2033	798.90	0.00	0.00	798.90
Class 2035 Cer	83.38	0.00	0.00	83.38
Class 2035 Val	592.96	0.00	0.00	592.96
Class of 2026	205.18	0.00	0.00	205.18
Class of 2027	2,347.98	0.00	0.00	2,347.98
Class of 2034 Ceresco	650.73	0.00	0.00	650.73
Class of 2034 V	387.59	0.00	0.00	387.59
College Access Grant	1,250.13	0.00	356.80	893.33
Computer	54.67	0.00	54.67	0.00
Cross Country	1,824.56	0.00	0.00	1,824.56
Culinary Snack Cart	1,390.69	0.00	0.00	1,390.69
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	(1,154.33)	260.00	26.29	(920.62)
Elem Fines	555.04	0.00	0.00	555.04
Elem Fundraising	3,169.15	0.00	1,460.94	1,708.21
Elem PE	2,167.50	0.00	0.00	2,167.50
Elem Pictures/Yearbook	3,026.72	0.00	0.00	3,026.72
Elem Prof Development	4,797.94	0.00	0.00	4,797.94
Elem Student Council	483.85	0.00	0.00	483.85

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
FBLA Act	2,021.68	1,827.69	157.91	3,691.46
FFA Act	16,224.25	3,096.58	233.12	19,087.71
Fines	2,394.58	0.00	0.00	2,394.58
Football	10,701.21	460.73	8,321.04	2,840.90
Girls BB	(738.26)	664.70	0.00	(73.56)
Girls Wrestling	0.00	730.53	0.00	730.53
Golf Activity	1,068.91	0.00	0.00	1,068.91
HAL	59.66	0.00	0.00	59.66
Hot Lunch	347.63	0.00	0.00	347.63
HS Caring Shelves	4,656.02	0.00	137.96	4,518.06
HS Pop	1,899.91	0.00	0.00	1,899.91
HS Quiz Bowl	(224.10)	125.00	112.00	(211.10)
JH Boys BB	15.31	0.00	0.00	15.31
JH Football	489.51	177.81	174.48	492.84
JH Girls BB	372.93	0.00	0.00	372.93
JH Speech	1,516.45	0.00	0.00	1,516.45
JH Student Council	1,363.72	0.00	175.00	1,188.72
JH Track	586.91	17.66	0.00	604.57
JH Volleyball	1,015.38	323.75	0.00	1,339.13
JR Achievements	629.57	0.00	0.00	629.57
Kindness Acct	19,470.73	0.00	0.00	19,470.73
Library	1,856.23	0.00	0.00	1,856.23
Life Skills	2.41	0.00	0.00	2.41
Mock Trial	380.96	0.00	0.00	380.96
National Honor Society	649.27	0.00	0.00	649.27
Pre-Kindergarten	4,906.78	0.00	321.42	4,585.36
Professional Development	17,150.97	6,200.00	1,766.77	21,584.20
PTO	(1,670.90)	0.00	203.88	(1,874.78)
Rain Garden	459.50	0.00	0.00	459.50
RC Backpack	29,967.36	170.15	0.00	30,137.51
RC Blue Crew	17.13	0.00	224.40	(207.27)
RC Concessions	16,608.16	11,772.70	17,216.92	11,163.94
RC Foundation	143.85	0.00	119.85	24.00
Restitution	150.00	0.00	0.00	150.00
Score Vision	10,401.64	0.00	0.00	10,401.64
Service Fees (Activity Acct)	4,358.20	1,379.80	84.09	5,653.91
Skills USA	0.00	208.80	0.00	208.80
Social Justice	194.12	0.00	0.00	194.12
Softball	7,209.43	782.84	317.89	7,674.38
Spanish Club	1,662.38	508.55	317.03	1,853.90
Speech	8,563.18	0.00	459.90	8,103.28
Spring Musical	2,187.89	0.00	0.00	2,187.89
Staff Inservice	854.92	0.00	0.00	854.92
'Stang Gang Student Section	(0.01)	0.00	0.00	(0.01)
Student Council	6,016.03	0.00	362.00	5,654.03
Student Pop	631.30	0.00	0.00	631.30
Testing	3,951.23	252.00	0.00	4,203.23
Track	1,201.20	0.00	0.00	1,201.20
Val Book Fair	10,293.23	0.00	0.00	10,293.23
Val Field Trips	6,022.24	0.00	0.00	6,022.24

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
Val Fundraising	8,781.79	0.00	0.00	8,781.79
Val Pop	1,105.00	0.00	0.00	1,105.00
VolleyBall	11,116.34	211.82	936.00	10,392.16
Weight Room	4,000.00	0.00	0.00	4,000.00
Wrestling	(210.28)	320.79	0.00	110.51



Raymond Central Public Schools
Student Fees Fund Balances Sept 2023

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Balance</u>
Activity Pass	23,221.00	0.00	14,425.00	8,796.00
Ag-Ed Labs	2,547.72	50.00	0.00	2,597.72
Art Class	2,854.43	100.00	0.00	2,954.43
Chromebooks	11,972.10	700.00	7,083.73	5,588.37
Computer Science	327.97	0.00	0.00	327.97
Drama	247.57	0.00	0.00	247.57
FBLA	277.09	0.00	277.09	0.00
FFA	1,338.58	50.00	1,288.58	100.00
Foods Class	4,167.00	165.00	139.31	4,192.69
Service Fees (Student Fees)	2,200.10	82.27	242.64	2,039.73
Skills USA	1,510.00	0.00	0.00	1,510.00
Speech	175.00	0.00	0.00	175.00
Sports Fees	17,405.22	160.00	0.00	17,565.22
Tech Ed	3,604.05	105.00	868.62	2,840.43

5.3. Monthly Bills



Raymond Central Public Schools

Bills Paid Sept 2023

General Fund - Report of Bills Paid September 2023

	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1	09/20/2023	RCPS Dist. #161	September Payroll	\$749,954.72
2	09/14/2023	ESU Coordinating Council	PowerSchool Membership 23-24	15,437.58
3	09/14/2023	VIRCO	30 Stud Chairs,4 tables.10 Staff Chairs	14,280.67
4	09/14/2023	Norris Public Power	Electricity HS	13,561.38
5	09/21/2023	KC AV	Newline Boards C, V	11,580.00
6	09/25/2023	Educational Service Unit #2	Online Courses,Licenses,Firewall,Zoom	10,264.00
7	09/29/2023	IXL Learning	Math and ELA support/License	9,185.00
8	09/08/2023	Lierman Excavation Co. Inc	Clear Trees HS	8,500.00
9	09/08/2023	MCS	Custodial Supplies, C,V,HS	8,141.78
10	09/08/2023	Cognia	Accreditation System Fee	7,500.00
11	09/25/2023	Kidwell	Card printer for Access Control HS	5,792.00
12	09/14/2023	Power Source Electric LLC	C,V,HS Wiring and Electrical Work	4,770.00
13	09/25/2023	VIRCO	Tables,Teacher Chairs/Desks HS	4,627.39
14	09/08/2023	Computer Hardware	4 Classroom Projectors &Trackpad	4,145.95
15	09/29/2023	Omaha Public Power Dist	Electricity C	3,561.33
16	09/14/2023	Butler Public Power District	Electricity V	3,470.20
17	09/29/2023	Discovery Education Inc	TechBook Soc. Studies JrHS	3,202.50
18	09/19/2023	US Bank	Trade Books, Students C/V	2,799.97
19	09/29/2023	Access Systems, Inc	Copiers Sept 2023	2,357.52
20	09/25/2023	Renaissance Learning Inc.(WI)	FastBridge	2,256.80
21	09/08/2023	Hands of Heartland	SPED Transitional Program	2,134.65
22	09/19/2023	US Bank	JrHS Science Curr Books	1,886.70
23	09/14/2023	Grunwald Mechanical Contractors	HS Water Heater Repair	1,819.33
24	09/08/2023	Computer Hardware	Mac Server	1,799.90
25	09/25/2023	Brooke L. Cheleen	Aug 2023 SPED Physical Therapy	1,637.47
26	09/14/2023	Ron's Rolloffs Inc.	Dumpster/Dump Fees HS	1,594.51
27	09/08/2023	Liberty Lawn & Landscape	Lawn Treatment- HS,C,V	1,543.00
28	09/19/2023	US Bank	Computer replacement JK	1,289.00
29	09/14/2023	Scott Tvrdy	July Mowing C, V	900.00
30	09/14/2023	Wahoo-Wav.-Ashl. News	Publications	865.93
31	09/19/2023	US Bank	OG Student Kits for 3rd grade	840.00
32	09/25/2023	Cengage Learning	Accounting Books	759.15
33	09/14/2023	TAESE/USU	SPED Legal Conf. AC , AH and CR	750.00
34	09/08/2023	Home Depot Pro	PreK Storage Shed	741.55
35	09/19/2023	US Bank	HS Art Supplies	704.65
36	09/14/2023	Waste Connections Co	Garbage HS, V	653.80
37	09/14/2023	Time for Kids	TFK for Val	638.55
38	09/14/2023	Windstream	Phone HS, Fax	568.77
39	09/08/2023	Perry Guthery Haase & Gessford	Legal Services Acct 278.00	560.00
40	09/08/2023	Menards Lincoln	Tech Ed Class Supplies	559.29
41	09/08/2023	NE Assoc. of School Boards	BOE Area Mtg Fremont Registration	534.00
42	09/14/2023	Village Of Ceresco	Utilities C	407.90
43	09/19/2023	US Bank	Tech Ed Class Student Supplies	406.18
44	09/19/2023	US Bank	Classroom Supplies Kind C	357.86
45	09/29/2023	Husker SewVac	Sewing Machines-Service/ Repair	335.07
46	09/08/2023	Electronic Contracting Company	Annual Monitoring Fee- Alarm V	324.00
47	09/21/2023	NE State Fire Marshal Agency	Boiler Inspections HS, C, V	324.00
48	09/19/2023	US Bank	HS Science Classroom Supplies	315.00

	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
49	09/08/2023	KSB School Law PC LLO	Legal Service	307.50
50	09/21/2023	Jones Bank	Banking Transmittal Fees 9/23 - 8/24	300.00
51	09/19/2023	US Bank	Math SPED Curric. Materials	299.00
52	09/08/2023	NCS Pearson Inc.	Diagnostic Materials SPED	285.00
53	09/19/2023	US Bank	Online Lesson planning for teachers	283.50
54	09/14/2023	Ralston Public School	SPED Summer Services - Hearing Impaired	271.76
55	09/14/2023	Village Of Valparaiso	Utilities V	243.47
56	09/08/2023	Dietze Music	Band Supplies	242.30
57	09/08/2023	Steve Rose	Reimbursement Mileage July/Aug	242.06
58	09/21/2023	Edmentum	Reading Eggs Subscription for 1 year	240.00
59	09/19/2023	US Bank	SPED Classroom Supplies HS	239.99
60	09/29/2023	NCSA	SPED Conf Fee Fall NASES AC,AH	235.00
61	09/08/2023	Priefert, Tom	Parent Mileage Reimb Aug 2023	226.96
62	09/08/2023	Intermedia.net, INC	Phone Service	215.87
63	09/19/2023	US Bank	Battery Charger- TSC	209.99
64	09/29/2023	Donald R. Prentice	Extermination Service	205.00
65	09/21/2023	NE Public Health Environment Lab	Water Testing HS	205.00
66	09/21/2023	City Clock Co.	Time Cards	188.00
67	09/08/2023	Oak Valley Lumber Co	Building Maint Supplies	186.94
68	09/14/2023	Jackson Services Inc.	Mats/Mops	179.33
69	09/21/2023	Whitehead Oil Co	DEF/Fuel (Formerly Nelson Oil@Val)	177.32
70	09/14/2023	Shaw, Hull & Navarrette, CPAs	Auditors Assistance Aug 23	176.00
71	09/19/2023	US Bank	F&CS Classroom/Student Supplies	165.67
72	09/19/2023	US Bank	Gloves SPED-Life Skills classroom	159.94
73	09/14/2023	Pitney Bowes Global (Lease)	Postage Machine HS Lease	159.57
74	09/29/2023	Pine Cove Consulting	Support- Service Migration	150.00
75	09/14/2023	Lancaster County Sheriff's Office	SRO - FB Game August	144.75
76	09/19/2023	US Bank	3rd Grade Class Supplies C	135.68
77	09/08/2023	Midwest Petroleum Equipment	Hoses - Bus Barn	133.11
78	09/13/2023	Company Care	Hudson Physical/Wiese Drug Test	129.00
79	09/08/2023	O' Reilly Auto Parts	Oil for Buses	128.96
80	09/19/2023	US Bank	Office Supplies & Flag C	125.54
81	09/14/2023	Menards Lincoln	Maint Supplies HS	125.21
82	09/29/2023	WalMart Capital One	Fabric (7th grade) Storage tote (pantry)	119.13
83	09/19/2023	US Bank	Concession Restock, Pizza Warmer,Shelves	117.90
84	09/19/2023	US Bank	Golden Sowers HS Library Books	115.72
85	09/21/2023	Crees, Jennifer	Mileage Reimbursement Health Tech	112.01
86	09/19/2023	US Bank	English Class Supplies HS	111.02
87	09/13/2023	Amanda Ehlers	Mileage Reimbursement Aug 2023	100.22
88	09/19/2023	US Bank	Smore Newsletter Annual Fee	99.00
89	09/21/2023	Wahoo Newspaper	Subscription to Wahoo Newspaper V	98.59
90	09/08/2023	Wahoo-Wav.-Ashl. News	Wahoo Newspaper Renewal	98.59
91	09/08/2023	Matheson Tri-Gas Inc.	Welding Tank Rental	97.42
92	09/19/2023	US Bank	Student Supplies for Advisory	92.92
93	09/21/2023	Electronic Contracting Company	Quarterly Monitoring Fee- Alarms HS	87.00
94	09/21/2023	Waverly News	HS Office Newspaper	82.99
95	09/08/2023	Electronic Contracting Company	Quarterly Monitoring Fee- Alarms C	81.00
96	09/08/2023	NE Assoc. of School Boards	NAEP Memberships CR&PB	80.00
97	09/29/2023	Teacher Created Resources	Classroom Supplies 4th V	78.92
98	09/19/2023	US Bank	Supt Office Supplies	78.06
99	09/08/2023	Enevoldsen, Jeff	Activity Worker Pay	75.00
100	09/08/2023	Coufal, Amanda	Reimb Mileage August	70.79
101	09/19/2023	US Bank	Supplies for Computer Lab	68.15
102	09/08/2023	Weyers, Ruick	Activity Worker Pay	67.50

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
103 09/25/2023	Sid Dillon Ford Inc.	Aerial Replacement Part Van 2	60.00
104 09/21/2023	William V. MacGill & Co	Health Office Supplies	55.77
105 09/08/2023	ASI	Payflex Admin Fees	50.00
106 09/19/2023	US Bank	5th Grade Materials V	47.81
107 09/08/2023	Rezac, Mark	Activity Worker Pay	45.00
108 09/19/2023	US Bank	Amazon-Drain hose replacement V	44.58
109 09/19/2023	US Bank	Biology Classroom Supplies HS	41.90
110 09/19/2023	US Bank	SPED Supplies HS	40.99
111 09/08/2023	NE FFA Assoc.	FFA Parli National Registration	40.00
112 09/19/2023	US Bank	SPED Supplies C	33.87
113 09/08/2023	Nelson, Ritch	Activity Worker Pay	30.00
114 09/29/2023	SFM	Workers Compensation Invoice-Audit	28.00
115 09/14/2023	Greg Wilmes	Reimb. Diesel for Activity Bus	25.00
116 09/19/2023	US Bank	5th Grade Materials V	23.95
117 09/08/2023	Kiner Supply Company	Building Repair Supplies -Plumbing C	21.77
118 09/08/2023	Follett School Solutions Inc.Software	Golden Sowers Book Order V Library	16.74
119 09/19/2023	US Bank	STEM Supplies HS	15.98
120 09/21/2023	Coufal, Amanda	Reimb. Parking SPED Mtg Lincoln	15.00
121 09/08/2023	NASB ALICAP	Insurance Premium 23-24 additional	3.00

Depreciation Fund - Report of Bills Paid September 2023

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 09/15/2023	Kidwell	Sept 2023 Work Completed Kevless Entrv HS	8,100.00

Hot Lunch Fund - Report of Bills Paid September 2023

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 9/20/23	RCPS Dist 161	Hot Lunch Staff Sept Payroll	22,798.93
2 09/14/2023	Cash-Wa Distributing	Food and Supplies	17,908.19
3 09/14/2023	Sysco Lincoln	Food	7,926.57
4 09/14/2023	Hiland Dairy	Milk	2,974.36
5 09/19/2023	US Bank	Food/Snacks (Sams), Kitchen Supplies	1,310.33
6 09/14/2023	Kelly's Produce	Fresh Produce	1,088.00
7 09/11/2023	RevTrak	Revtrak Fees Paid by Students/Parents	727.60
8 09/25/2023	TechMasters Heating & Air	Repairs: Oven HS, Dishwashers V & C	598.50
9 09/14/2023	TechMasters Heating & Air	Repair Convection Oven HS	583.00
10 09/14/2023	MCS	Plastic Silverware & Dispenser HS	313.56
11 09/14/2023	US Foods Inc.	Food	285.32
12 09/14/2023	Jackson Services Inc.	Towels/ Linens for Kitchen	119.55
13 09/14/2023	Wellman, Melanie	Hot Lunch Refund Aubrey&Bryleigh	106.10

Building/Sinking Fund - Report of Bills Paid September 2023

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 09/15/2023	Tint Revolution	Window Security Film C/V	8,650.80
2 09/29/2023	WeatherCraft Co. Of Lincoln	Repair Hail Damage Flashings V	1,500.00



Raymond Central Public Schools Student Activities Fund Checks Sept 2023

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Athletics	09/05/2023	BCW Enterprises LLC	JH/JV FB Assignor's Fee	50.00
Athletics	09/05/2023	BCW Enterprises LLC	9/7 JHFB Official	90.00
Athletics	09/05/2023	Woita, Andrea	9/7 JH Volleyball Official	105.00
Athletics	09/05/2023	Woita, Andrea	JHVB Assignor's Fee	50.00
Athletics	09/05/2023	Dailey, Jean	9/5 JH Volleyball Official	105.00
Athletics	09/05/2023	Miller, Gail	9/7 JH Volleyball Official	105.00
Athletics	09/05/2023	Kalnins, Ivars	Res/JV/Varsity VB Official 9/5	150.00
Athletics	09/05/2023	Pippitt, Kylie	9/5 JH Volleyball Official	105.00
Athletics	09/05/2023	Fields, Kevin	Res/JV/Varsity VB Official 9/5	150.00
Athletics	09/05/2023	Stromer, Rick	9/7 JHFB Official	90.00
Athletics	09/05/2023	Drews, Aaron	9/7 JHFB Official	90.00
Athletics	09/05/2023	Lott, Kirk	9/8 Varsity FB official	120.00
Athletics	09/05/2023	Lomax, Jeff	9/8 Varsity FB official	120.00
Athletics	09/05/2023	Tibbles, Jim	9/8 Varsity FB official	120.00
Athletics	09/05/2023	Stoa, Jason	9/8 Varsity FB official	120.00
Athletics	09/05/2023	Schneider, Dean	9/8 Varsity FB official	120.00
Athletics	09/05/2023	Woita, Andrea	9/11 JH VB Official	105.00
Athletics	09/07/2023	Cooney, Ron	9/7 softball umpire	135.00
Athletics	09/07/2023	Reiter, Will	9/7 softball umpire	135.00
Athletics	09/08/2023	East Butler Public School	xc meet 8/24	80.00
Athletics	09/08/2023	Bennington High School	XC Invite 9/14 @ Bennington	170.00
Athletics	09/08/2023	Jostens	Rugs for under charis for athletic	2,893.07
Athletics	09/08/2023	Malcolm Public Schools	XC Meet: JH/HS Boys and Girls	150.00
Athletics	09/08/2023	Wahoo Public Schools	XC Entry Fee JH/HS 9/7/2023	230.00
Athletics	09/08/2023	Hudl	annual subscription	13,100.00
Athletics	09/08/2023	Hauff Mid America Sports	Football Jerseys	2,200.00
Athletics	09/08/2023	Hauff Mid America Sports	Volleyballs - HS	731.20
Athletics	09/08/2023	Nebraska City Public Schools	SB Registration Fee 9/16 tourney	125.00
Athletics	09/08/2023	Blair High School	XC Entry Fee JH 9/19	30.00
Athletics	09/11/2023	Dailey, Jean	9/11 JH VB Official	105.00
Athletics	09/13/2023	Scheel, Ken	Res/JV/VB Official 9/14	150.00
Athletics	09/13/2023	Reimers, Jim	Varsity VB Official 9/15	120.00
Athletics	09/13/2023	Burmood, Adam	Varsity VB Official 9/15	120.00
Athletics	09/13/2023	Foote, Jeremy	Varsity VB Official 9/15	120.00
Athletics	09/13/2023	Drummond, Doug	JV/V SB Umpire 9/14	135.00
Athletics	09/13/2023	Fitzke, Tyler	Varsity VB Official 9/15	120.00
Athletics	09/13/2023	Gerlach, Brenden	JH VB Tourney official 9/16	140.00
Athletics	09/13/2023	Fillmore Central Athletic Department	Entry fee for vb tourney 9/16	125.00
Athletics	09/13/2023	Carraher, Elliot	JH VB Tourney official 9/16	140.00
Athletics	09/13/2023	Castillo, Cutty Louis	JV/V SB Umpire 9/14	135.00
Athletics	09/13/2023	Plattsmouth High School	Varsity vb tourney 8/30	140.00
Athletics	09/13/2023	Smith, Morgan	JH VB Tourney official 9/16	140.00
Athletics	09/13/2023	Fitzke, Andrew	Varsity VB Official 9/15	120.00
Athletics	09/13/2023	Jensen, Jillian	Res/JV/VB Official 9/14	150.00
Athletics	09/13/2023	Emanuel, Sydney	JH VB Tourney official 9/16	140.00
Athletics	09/14/2023	Awards Unlimited Inc	Plaques for members of year-	1,005.00
Athletics	09/14/2023	Gubbels, Chuck	Varsity VB Invite Official 9/30	325.00
Athletics	09/14/2023	Steele, Kelley	Varsity VB Invite Official 9/30	325.00
Athletics	09/18/2023	Schulte, Vern	JV Football Official 9/18	70.00
Athletics	09/18/2023	BCW Enterprises LLC	JHFB Official 9/21	90.00
Athletics	09/18/2023	Woita, Andrea	JHVB Official 9/18/2023	105.00
Athletics	09/18/2023	Dailey, Jean	JHVB Official 9/18/2023	105.00
Athletics	09/18/2023	Miller, Gail	JHVB Official 9/19	105.00

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Athletics	09/18/2023	Kalnins, Ivars	HS VB Official 9/19	150.00
Athletics	09/18/2023	Dutton, Bill	JV Football Official 9/18	70.00
Athletics	09/18/2023	Senters, Todd	JHFB Official 9/21	90.00
Athletics	09/18/2023	Huppert, Quinn	JV Football Official 9/18	70.00
Athletics	09/18/2023	Tackett, Mark	HS VB Official 9/19	150.00
Athletics	09/18/2023	Woita, Andrea	JHVB Official 9/19	105.00
Athletics	09/19/2023	US Bank	shelving	217.46
Athletics	09/19/2023	US Bank	3 sets of pads for wrestling mats	601.32
Athletics	09/19/2023	US Bank	2x12 vinyl banner for outside gate	111.51
Athletics	09/19/2023	US Bank	whistles for athletics	87.96
Athletics	09/19/2023	US Bank	softball pitching rubber	29.99
Athletics	09/21/2023	RC Athletics	Profit from 9/19 conc.	211.35
Athletics	09/21/2023	Vejoda, John	9/21 Softball Umpire	135.00
Athletics	09/21/2023	Newcomer, Dan	9/21 Softball Umpire	135.00
Athletics	09/21/2023	Keeney, Jordyn	Varsity VB Invite Official 9/30	325.00
Athletics	09/21/2023	Keeney, Paul	Varsity VB Invite Official 9/30	325.00
Athletics	09/21/2023	Gerlach, Brenden	HS VB Official 9/21	150.00
Athletics	09/21/2023	Erickson, Barb	HS VB Official 9/21	150.00
Athletics	09/22/2023	Schulte, Vern	JV Football Official 9/18	70.00
Athletics	09/25/2023	BSN Sports	Athletics	3,083.93
Athletics	09/25/2023	Hickson, Mark	JV Football Official 9/25	70.00
Athletics	09/25/2023	Schulte, Vern	JV Football Official 9/25	70.00
Athletics	09/25/2023	BCW Enterprises LLC	JV Football Official 9/25	70.00
Athletics	09/25/2023	Dailey, Jean	9/25 JHVB Official	105.00
Athletics	09/25/2023	Cotton, Adrian	SB Umpire 9/28	135.00
Athletics	09/25/2023	Miller, Gail	9/25 JHVB Official	105.00
Athletics	09/25/2023	Castillo, Eric	SB Umpire 9/28	135.00
Athletics	09/25/2023	Stromer, Rick	JHFB Official 9/26	90.00
Athletics	09/25/2023	Drews, Aaron	JHFB Official 9/21/2023	90.00
Athletics	09/25/2023	Huppert, Quinn	JV Football Official 9/25	70.00
Athletics	09/25/2023	Schulte, Vern	JHFB Official 9/26	90.00
Athletics	09/26/2023	Everitt, Keith	JHFB Official 9/26	90.00
Athletics	09/28/2023	RC Athletics	Profit from 9/25 conc.	120.10
Athletics	09/28/2023	RC Athletics	Profit from 9/25 conc.	99.70
Athletics	09/28/2023	Awards Unlimited Inc	awards: vb/xc/jhvb	564.35
Athletics	09/28/2023	Awards Unlimited Inc	Record Boards	3,182.00
Athletics	09/29/2023	Tarr, Jack	xc starter 9/28	100.00
Athletics	09/28/2023	Sheets, Mike	Varsity FB Official 9/29	120.00
Athletics	09/28/2023	Ohler, Scott	Varsity FB Official 9/29	120.00
Athletics	09/28/2023	Pappas, Jeff	Varsity FB Official 9/29	120.00
Athletics	09/28/2023	Bokowski, Jason	Varsity FB Official 9/29	120.00
Athletics	09/28/2023	Fagler, Joe	Varsity FB Official 9/29	120.00
Band	09/25/2023	Douglas Bush	HS Marching Band Field Show Drill	400.00
Band	09/28/2023	Ashland-Greenwood Music Boosters	Oxbow Marching Invitational	125.00
College Access Grant	09/19/2023	US Bank	senior prizes	164.91
College Access Grant	09/19/2023	US Bank	SCC DC Teacher Edition book	79.89
College Access Grant	09/28/2023	RC Concessions	Pizzas for apply to college day	72.00
College Access Grant	09/28/2023	Big Red Business Center	UNL Visit Day	40.00
Computer	09/19/2023	US Bank	Chargers	54.67
Dance Team	09/19/2023	US Bank	dance bows	26.29
Elementary Fundraising	09/08/2023	24 Hour Wristbands	Wrist Bands	71.00
Elementary Fundraising	09/19/2023	US Bank	Staff Tshirts 'Mustang Way'	1,389.94
FBLA	09/13/2023	Nebraska FBLA	Fall Leadership Conference	52.91
FBLA	09/14/2023	UNO College of Business Admin	UNO Business Competition	105.00
FFA	09/08/2023	National FFA Organization	FFA Chart	33.00
FFA	09/14/2023	Newman Grove Public Schools	Lunches Off Site FFA Mtg	160.00
FFA	09/19/2023	US Bank	FFA Supplies	15.12
FFA	09/21/2023	NE FFA Assoc.	FFA Fee	25.00

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Football	09/08/2023	Hauff Mid America Sports	Football Jerseys	5,000.00
Football	09/08/2023	Hauff Mid America Sports	Football: Water Station	405.00
Football	09/19/2023	US Bank	Football Shoulder Braces	359.80
Football	09/19/2023	US Bank	Apparel for football	665.55
Football	09/19/2023	US Bank	Coaches pre game	53.50
Football	09/19/2023	US Bank	Shoulder braces for football	71.96
Football	09/25/2023	Rivalry	Embroidery for vb and fb	36.00
Football	09/25/2023	Rivalry	Football team polos	735.00
Football	09/25/2023	Rivalry	Grey camp tshirts	1,017.00
HS Caring Shelves	09/19/2023	US Bank	caring shelves supplies	98.97
HS Caring Shelves	09/19/2023	US Bank	Shoes for Student	38.99
HS Quiz Bowl	09/19/2023	US Bank	Question sets	112.00
JH Football	09/19/2023	US Bank	gatorade/granola bars for JH fb	174.48
JH Student Council	09/08/2023	RC Athletics	Family Pass won from raffle	175.00
Pre-Kindergarten	09/19/2023	US Bank	Kindergarten supplies V	321.42
Professional Development	09/19/2023	US Bank	Professional Dev. Supplies	393.14
Professional Development	09/19/2023	US Bank	CPI Training Supplies	21.63
Professional Development	09/21/2023	Hy-Vee Accounts Receivable	Staff Meeting Supplies	1,352.00
PTO	09/14/2023	School Datebooks Inc.	Student Planners	203.88
RC Blue Crew	09/08/2023	Middle Creek Printing	Blue Crew Shirts for Freshman	224.40
RC Concessions	09/21/2023	RC Spanish Club	Profit from 9/19 conc.	317.03
RC Concessions	09/08/2023	RC Athletics	Concession Profit from 9/5	208.83
RC Concessions	09/08/2023	RCPS FBLA	Concession Profit from 9/5	313.25
RC Concessions	09/08/2023	Otte Oil & Propane Inc.	RC Concessions	35.52
RC Concessions	09/08/2023	Del Gould Meat Co., Inc	hot dogs and burgers for conc.	537.00
RC Concessions	09/08/2023	Super C	concession pizzas	234.00
RC Concessions	09/13/2023	Raymond Central Girls Wrestling	profit from 9/8 conc.	594.42
RC Concessions	09/13/2023	RC Athletics	Profit from 9/11 conc.	94.26
RC Concessions	09/13/2023	RC Athletics	profit from 9/8 conc.	396.28
RC Concessions	09/13/2023	RC Athletics	Profit from 9/7 conc. jhvb and jhfb	213.86
RC Concessions	09/13/2023	Raymond Central Art Club	Profit from 9/11 conc.	141.39
RC Concessions	09/13/2023	RCPS Wrestling	Profit from 9/7 conc. jhvb and jhfb	320.79
RC Concessions	09/14/2023	Sysco Lincoln	nacho chips and popcorn	71.42
RC Concessions	09/14/2023	Pepsi Cola Of Lincoln	pop/water for outside concessions	654.75
RC Concessions	09/14/2023	Pepsi Cola Of Lincoln	pop/water for inside concessions	245.05
RC Concessions	09/19/2023	US Bank	pizza warmer	737.45
RC Concessions	09/19/2023	US Bank	Concessions restock-sams	3,439.16
RC Concessions	09/19/2023	US Bank	popcorn salt for concessions	55.96
RC Concessions	09/21/2023	RC Athletics	profit from 9/18 jvfb conc.	78.92
RC Concessions	09/21/2023	RC Athletics	profit from 9/18 jhvb conc.	99.40
RC Concessions	09/21/2023	RC Athletics	Profit from 9/17 conc.	149.00
RC Concessions	09/21/2023	RC Athletics	Profit from 9/16 conc.	151.80
RC Concessions	09/21/2023	RC Athletics	Profit from 9/15 conc.	375.75
RC Concessions	09/21/2023	RC Athletics	Profit from 9/14 conc.	152.13
RC Concessions	09/21/2023	Class of 2025	Profit from 9/18 jvfb conc.	118.38
RC Concessions	09/21/2023	RC Jr High Football	Profit from 9/18 jhvb conc.	149.10
RC Concessions	09/21/2023	RCPS FBLA	Profit from 9/16 conc.	227.70
RC Concessions	09/21/2023	RCHS Girls Basketball	Profit from 9/15 conc.	563.63
RC Concessions	09/21/2023	Class of 2024	Profit from 9/14 conc.	228.20
RC Concessions	09/21/2023	Central Restaurant Products	Goves/tTable/Storage Containers	958.64
RC Concessions	09/21/2023	Super C	Frozen Pizzas	360.00
RC Concessions	09/21/2023	Super C	Frozen Pizzas	648.00
RC Concessions	09/21/2023	Raymond Central Youth Football	Profit from 9/17 conc.	223.50
RC Concessions	09/25/2023	RC Skills USA	Profit from 9/21 conc.	86.10
RC Concessions	09/25/2023	RC Athletics	Profit from 9/21 conc.	57.40
RC Concessions	09/25/2023	RC Athletics	Profit from 9/21 conc.	186.01
RC Concessions	09/25/2023	RC JH Volleyball	Profit from 9/21 conc.	279.02
RC Concessions	09/25/2023	Pepsi Cola Of Lincoln	Pop/water for concessions	1,742.85
RC Concessions	09/28/2023	RC Athletics	Profit from 9/26 conc.	81.80

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
RC Concessions	09/28/2023	RC Athletics	Profit from 9/25 conc.	120.10
RC Concessions	09/28/2023	RC Athletics	Profit from 9/25 conc.	99.70
RC Concessions	09/28/2023	RC Skills USA	Profit from 9/26 conc.	122.70
RC Concessions	09/28/2023	RCPS FBLA	Profit from 9/25 conc.	180.15
RC Concessions	09/28/2023	Class of 2024	Profit from 9/25 conc.	149.55
RC Concessions	09/28/2023	Del Gould Meat Co., Inc	Concessions Burgers & hot dogs	524.00
RC Concessions	09/28/2023	Super C	Frozen Pizzas	810.00
RC Foundation	09/19/2023	US Bank	Teacher Wishlist item	119.85
Service Fees (Activity Acct)	09/29/2023	RevTrak	Service Fees (Activity Acct)	84.09
Softball	09/08/2023	Tag Ink & Thread	Softball Shirts	317.89
Speech	09/14/2023	NE Speech Comm. Theatre Assoc.	NSCTA Registration for 23-24 CE	200.00
Speech	09/29/2023	Crowne Plaza	Hotel reservation for NSCTA CE	259.90
Student Council	09/25/2023	Complete Weddings and Events	DJ Payment Homecoming Dance	362.00
VolleyBall	09/25/2023	Rivalry	Volleyball camp tshirts	918.00
VolleyBall	09/25/2023	Rivalry	Embroidery for VB	18.00



Raymond Central Public Schools
Student Fees Fund Checks Sept 2023

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Activity Pass	09/08/2023	RC Athletics	Transfer to Athletics /Activities Fund	14,425.00
Service Fees (Student Fees)	09/11/2023	RevTrak	Service Fees (Student Fees)	242.64
Chromebooks	09/08/2023	Computer Hardware	Chromebooks for Students	6,343.40
Chromebooks	09/19/2023	US Bank (Amazon)	Chromebook Chargers	740.33
FBLA	09/13/2023	Nebraska FBLA	FBLA Stud. Member Fees	277.09
FFA	09/08/2023	RCPS FFA	Transfer to FFA / Activities Fund	1,288.58
Foods Class	09/19/2023	US Bank (Walmart)	F&CS Student Supplies	139.31
Tech Ed	09/19/2023	US Bank (Online Auction)	Barn wood beams /Student Projects	539.07
Tech Ed	09/25/2023	Weinstock, Maxim	Wood &Supplies/Student Projects	329.55

6. Correspondence/Recognition

7. Public Forum

8. Reports

8.1. Administrative Reports

RC JR/SR HIGH PRINCIPAL REPORT – 10.06.2023

HAPPENINGS:

- We survived Homecoming Week. This included a myriad of home athletic events, pep rallies, spirit days, crowning Homecoming Royalty and Mr/Ms Mustang, as well as hosting a fabulous Homecoming Dance.
- [Cara Filler](#) spoke to our students on 9.26. Cara brought a message of the power of positive choices. Staff and student feedback has been that this was a meaningful experience for our school community.
- [Carolyn Enevoldsen](#) and former Raymond Central educator Harriet Gould helped organize a visit by the Nebraska State Poet, [Matt Mason](#). Matt's visit was possible through grants from Nebraska Humanities and the Nebraska Arts Council. Matt presented some of his poetry to students at an assembly. He also visited English classes throughout the day and led poetry workshops for our students.
- On Sep. 25, we held a financial aid presentation for seniors and their parents. We also hosted a mini college/career/military fair for all students in grades 9-12.
- PSAT for 10th and 11th grade students on Oct. 10.

MTSS-A (Academics):

- Our professional development on 10/13 will consist of continued training specifically developing structured responses to engage students during instruction. Mike Feit from ESU 2 will be returning to continue work with staff on classroom culture.
- 6-8th grade ELA teachers will continue work with staff from ESU2 to plan use of the new ELA curriculum as part of their professional development on 10/13.
- Sam Butler, from ESU 2, recently came out for a first round of math walkthroughs with me. He and I will be doing some walkthroughs throughout the year in our math classrooms. This is to collect some data on how lessons are aligned to math standards, what instructional practices are in place and aligned to standards, and what opportunities are present in classrooms for students to interact with mathematical processes. This data will be used later this year as we begin looking at adopting a new math curriculum for the 24-25 school year.

MTSS-B (Behavior):

- Staff have been meeting weekly in MTSS teacher teams. These teams identify academic and behavioral concerns in the building, and then spend time systematically addressing those concerns with specific interventions and supports. Each week these teams are then evaluating how those interventions and supports are impacting those specific concerns and evaluating forward progress.
- This process seems to have empowered our classroom teachers with a process to begin addressing concerns. One observation I have taken away from this process is that teachers are not only able to identify concerns, but they are able to see meaningful steps being taken to address those concerns.

OTHER:

- Raymond Central has a number of highly-qualified and dedicated teachers and staff. I want to take the opportunity to recognize two of them.
 - Tasha Osten tirelessly works with students, teachers, and families to problem-solve a host of issues that come up in the course of the year. Tasha keeps tabs on a number of our students, keeping them on track for graduation. She helps organize college and career fairs, college visits, and plays a key role in preparing for various standardized tests that our students take during the year.
 - Johanna Jackson provides a wide-range of support services to many of our junior high students. She also provides support for other classroom teachers by providing one-on-one help in classrooms, providing small-group instruction, and managing a number of student success plans.
- [A few recent classroom highlights.](#)

October 2023 Board Report
Mr. Steve Rose and Mrs. Deb Kruse
Principals | Elementary

It's been exciting to see students engage with the new English Language Arts curriculum! Students have the opportunity to build knowledge by studying artwork related to a topic, reading highly engaging informative and literary texts, studying quotes, watching video clips, etc. Students are demonstrating their knowledge through socratic seminars, collaborative conversations, written responses, projects, and essays. This new curriculum is requiring students to think at a higher level than our previous curriculum. They also have many more opportunities to work collaboratively, engage in meaningful conversations, and demonstrate their knowledge through writing. We would love you to come see it in action! Below is more information about the new curriculum and an example of a learning module in 4th grade.

Orton Gillingham

- The Orton Gillingham approach is an explicit, sequential, systematic, multi-sensory approach to instruction that focuses on phonics and orthography.
- Students in grades K-3 are learning new concepts (phonics, spelling rules, etc.) and syllable division. They are applying these skills during word and sentence dictation, as well as decodable readers.
- Grades 4-5 are using the Orton Gillingham approach to learn morphology. Students are learning the importance of word origins and how meaning can be derived from the three layers of the English language: Anglo-Saxon/Germanic, Latin, and Greek.

Wit & Wisdom

- Wit & Wisdom (W&W) builds English Language Arts while fostering knowledge building. W&W lessons integrate knowledge from science, social studies, geography and other topics while students develop their reading and writing skills to expand their vocabulary knowledge.
 - For example, in 4th grade, students are learning about the heart: a literal muscle that sustains human life and a figurative center of emotion and love. The literal and figurative uses of heart are presented through quotations from famous people, such as Helen Keller. To build deeper understandings, students are studying biographies of Clara Barton, Helen Keller, and Anne Frank to understand what it means to have a great heart. Students are also exploring the systemic, pulmonary, and coronary circuits of the literal heart through Mary K. Corcoran's engaging *The Circulatory Story*. This text delves deeply into the literal meaning of a good heart. Throughout this module, students are studying artwork relating to the heart, reading engaging texts, and writing responses to focus questions that will enable them to write an essay that synthesizes evidence from core literary and informational texts and explains the figurative and literal meanings of the term "great heart."

Instructional Coaching

- The goal of the instructional coach is to provide support to teachers so they can meet the expectations that have been established by the school leadership.
- Monica Blank and Shelly Hlavaty have been spending time in classrooms supporting the delivery of effective instruction. They are also supporting teachers by modeling lessons, co-teaching, going over data/student work alongside classroom teachers, as well as visiting classrooms with teachers to observe their colleagues in action.

School-wide Expectations

- A Mustang Assembly was held on 9.29.23 at both elementary schools to celebrate the awesome job that students and staff have been doing to follow and live out “The Mustang Way”
- A substitute teacher who has subbed multiple years in the past, made sure to let us know that it was great to see and hear everyone saying and doing the same expectations and how much easier it was for her as a sub to know what was expected of her and the students.

Special Events:

- Fire Safety:
 - Each of the Elementary Schools are working with the community Fire and Rescue Departments to set up fire safety activities and events for each school. A special thanks to Kris White, Shae Wattjes, and Makenzie Fredrickson for taking time to set this up.

Upcoming Dates / Events

- 10.13.23 - All Day PD / Workday with ESU Support
- 10.19.23 - Parent Teacher Conferences

October SpEd Board Report
Mrs. Amanda Coufal
Director of Special Education

Transition Training:

I would like to take this opportunity to recognize Andrea Hicks (high school special education teacher):

- On September 15th, Andrea Hicks conducted an IEP transition training for the middle and high school special education teachers. Andrea shared her expertise of writing transition plans for students with disabilities. Transition plans now begin at the age of 14 for students on an IEP.
- This was a well-perceived training as she gave many examples of how to accurately complete each section of the transition plan. She also reminded staff of our shared SpEd Drive to locate transition assessments, documentation forms, class courses, etc. This training has allowed our teachers to fully understand the transition plans for our students and will enable them to communicate with parents more effectively on what a transition plan is and how our district will continue to help students meet their post-secondary goals.
- Her presentation is located [here](#).

October is AAC Month:

Presentation from Clair Trenhaile, Speech Language Pathologist

- October is Augmentative and Alternative Communication month. AAC refers to any type of communication that is not spoken output. Currently, five students in the Raymond Central School District use "high tech" AAC to communicate their wants and needs. However, every student in the district uses some form of AAC every single day. This AAC month, lets learn more about different communication methods while honoring every student's right to communicate.

Sensory Safari:

- On October 4th, 10 life skills students, grades K-12 had the opportunity to participate in a Sensory Safari at the Lincoln Childrens' Zoo. Students had the chance to get up close and personal by visiting interpretive stations, led by nature experts, located throughout the zoo.
- After the Sensory Safari, students had a picnic at the zoo with their friends. The students had a great time and were exhausted by the end of the day. The adults were also exhausted.
- Students will be making thank you cards to send to the Lincoln Children's Zoo.
- A special thank you to our teachers/staff for spending the day with our students and getting them there and back home safely. Stacey Doan, Paige Mestl, Nicole Kliment, Amanda Ehlers, Jody Albrecht, Leann Weise, Jessica Knopp, and Melani Nelson.
- Also, a special thank you to Patty Hudson and the kitchen staff for preparing the sack lunches. And also, Lynn Johnson, for supporting this outing for our students. Our

students do not always have a chance to spend the day with their peers outside of school and/or have a picnic with peers. This is always a highlight for our students!

- Sensory Safari Pictures located [here](#).

October 2023 AD Board Report
Mr. Tony Kobza
Assistant Principal/AD

AD Newsletter

Here are the links to our 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:

[9/11/23](#)

[9/18/23](#)

[9/25/23](#)

[10/1/23](#)

[10/8/23](#)

Activities

FFA placed 7th as a team in Land Judging.

Band began competitions and received a Division II Excellent rating.

FBLA attended the Fall Leadership Conference and hosted their Fall Craft Fair. Sarah Lange placed 4th in the UNO College of Business competition.

Athletics

We are wrapping up some of our Fall Sports seasons. Softball completed their season with an 8-23 record. This is 6 more wins than last year with a very young team. Junior High Volleyball had a successful season as did Junior High Cross Country. Junior High Football is wrapping up their season this week.

Volleyball is a host seed for the first round of the Conference Tournament. Football has two road games left on the schedule.

We are hosting District Cross Country on Thursday, October 12th. We look forward to doing so and are excited about how our High School athletes have been running.

Facilities

We have added a touch screen to our wall outside the Mustang Room. This will hold our Senior Pictures. We are finalizing the process of having those in digital form.

We are expecting to start moving dirt on the baseball and softball practice area on the East edge of the property in mid October. This will create a new practice space for both programs as well as move the discus ring to a closer location to the track to enhance practice and competition access to athletes and spectators.

The NSAA has approved a shot clock for Class C-1 in basketball. We will be looking to add that to our main gym. A timeline is not established yet for this to be done.

We are also getting quotes for the sound system for the football/track area as this is in need of an upgrade.

Finally, we are working to replace/repair the mats on the front of the stage as they are showing some dramatic wear and tear.

8.2. Student Board Member

Hello! My name is Rosalie Tvrdy, and as you know, I am the Student Body President this year. Last week I discussed the plans that Student Council had made for homecoming week, and I just wanted to say, it all went smoothly, and according to plan! On Monday, our dress up theme was Pajama Day. We also had a pep rally in the morning where the Homecoming Court was announced. We also had the school-wide bonfire where we roasted marshmallows for smores, and ate ice cream. The s'mores and ice cream were generously provided by the Booster Club. On Tuesday, our dress up theme was Dress Like Your Favorite Teacher Day. Also on Tuesday, we had the speaker Cara Filler come talk to us about safe driving and making good decisions, which I will talk more about in just a second. I remember that she made the comment that she had never seen so many boys committed to wearing dresses to dress like their favorite teacher, Mrs. Craig. On Wednesday, we had Twin Day. On Thursday, we had Decade's Day. Even Mr. Smith had said over the announcements that he said he felt like we were back when he was in high school with the different outfits that he saw. On Friday, we had Spirit Day. That day, we also had our pep rally for the homecoming game. During this pep rally, we recognized all fall sports, had the Mr. and Miss Mustang candidates do a dance in front of the whole school, and then we had an obstacle course for those that were on homecoming court. Throughout the week, it was also great to see so many "home" activities. We had a home JV football game, a home cross country meet, a home Varsity football game, and also a home volleyball tournament on Saturday. On Saturday, we had the homecoming dance here in the commons. We also did crowning at 7:30 before the dance started.

During this week, we also had a couple speakers come to talk to us. One speaker was Cara Filler, as I said before. For a little backstory on Cara, she lost her identical twin sister to a car accident when they were in high school. Her twin sister was the passenger with her boyfriend

when her boyfriend was driving over 100 miles per hour in a 30 miles per hour zone. Her boyfriend had lost control and hit another car, and Cara's twin sister was killed. Cara was obviously very shaken by this experience, but two weeks after it happened, Cara knew that she should talk about it and share her story. Her story was one that was extremely influential on many students throughout the school. I know that her story brought many people to tears. At volleyball practice that night, everyone was talking about how sad it made them, and how it encouraged them to drive as safe as possible. Many people were also very happy that they got free T-shirts from Cara for being involved in school activities. The other speaker was Matt Mason. Matt Mason is the State Poet for Nebraska. During the assembly, he read us a few of his most well-known and favorite poems. Some of the poems had a little bit of humor, but they also carried a message. He gave one poem about having "Star Love," which means loving each other and treating each other with kindness and respect, rather than making "Star Wars." During his small meetings with the English classes from the day, many students got to make their own poems, which honestly got a lot of creativity flowing throughout the school. Many students were sharing their poems with other people, and some of these poems were humorous, sad, and some had great messages that you could get from them. This got students to connect with each other, and to allow students to communicate with each other.

8.3. Superintendent's Report

8.3.1. NASB Monthly Update



Monthly Update for your Board Meeting Agenda

October 2023

Networking & Events
Latest 'Board Notes' – Monthly Newsletter
Annual Board Calendar Summary
Government Relations & Advocacy
This Month In ...
Monthly Agenda Video Updates & NASB's Video Resources
Contact Us



2023 Advocacy Handout

<https://members.nasbonline.org/government-relations/nasb-advocacy-handbook>

(www.NASBonline.org – Government Relations – Advocacy Handbook)

Your 2023 Advocacy Handout is now posted!

The NASB Advocacy Handout of proposed changes to the bylaws, standing positions and legislative resolutions for your review prior to the 2023 Delegate Assembly is now posted on the NASB website. To better prepare you and your board's voting representative for the Delegate Assembly, please download, review, and bring this Handout with you to Omaha. <https://members.nasbonline.org/government-relations/nasb-advocacy-handbook>

This year's Delegate Assembly will take place **Friday, November 17, at 8:00 AM**, in conjunction with the State Education Conference in Omaha. All items within the Advocacy Handout will be considered by this Assembly. If you haven't already, each board should select one board member to represent the district or ESU as the voting delegate.

Why is it important your district is represented at the Delegate Assembly?

- The Delegate Assembly determines NASB's annual legislative and leadership agenda.
- ... is a key cog in securing laws, regulations, and a vision in Nebraska to benefit public education.
- ... is where your voice can be heard.
- ... is your governance meeting for the entire year.
- ... allows for equal representation. One district. One vote.

Networking & Events ... Register Now

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

Labor Relations Conference – October 4-5 - Lincoln

New Board Member Workshop – November 1 - Kearney

State Education Conference – November 15-17 - CHI Health Center, Omaha

Registration is open now! You won't want to miss this annual event where over 1,000 school leaders and board members gather to learn and network. There will be two pre-conferences, three general sessions, over 50 breakout sessions, over 100 vendors, and unlimited opportunities to grow in your role supporting public education.

- Hotel room requests opened on September 27. You must already be registered for Conference in order to participate in the hotel room booking process.
- Get Involved! Learn more about Classroom Showcase, Student Voices, and Moderators on Page 2 of the September Board Notes!



Latest 'Board Notes' – Monthly Newsletter

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

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

- *Your 2023 Advocacy Handout is Now Posted*
- *Training, Networking, Engagement & Events*
- *the 2023 State Education Conference*
- *At The Board Table*
- *Recognition: Engaged*
- *Finding the Right Match for Your Leadership Vacancy*
- *Chronic Absenteeism*
- *Teacher/Administrator Negotiations Made Easy*
- *This Month In ... And Much More!*



"Annual Board Calendar Summary"

View the full detailed calendar at:

<https://members.nasbonline.org/board-leadership/resources>

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

October Board Agenda Items

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

Accountability and Student Achievement Review

- District Assurance Statement. On or before November 1, the school district must submit their Rule 10 Accreditation Assurance Statement to NDE. The statement must be signed either by the superintendent and/or a member of the governing board. The Assurance Statement should be presented to the board for review once complete.
- ESU Assurance Statement. On or before November 1, the ESU must submit their Rule 84 Assurance Statement to NDE. This rule is intended to support ESUs in effectively and efficiently supporting school systems in this state and to establish the minimum level of performance for accreditation.
- Fall Membership Report. On or before November 1, the superintendent of each school district shall submit to the Commissioner of Education a report described as the annual financial report showing (i) the amount of money received from all sources during the year and the amount of money expended by the school district during the year, (ii) the amount of bonded indebtedness, (iii) such other information as

shall be necessary to fulfill the requirements of the Tax Equity and Educational Opportunities Support Act and section § 79-1114, and (iv) such other information the Commissioner directs.

Advocacy

- Appoint local board Delegate Assembly Representative – notify Matt Belka @ mbelka@NASBOnline.org

Budget

- Superintendent file Financial Report. On or before November 1, all superintendents must submit to the Commissioner of Education, an Annual Financial Report. § 79-528
- Authorize School District Audit. On or before November 5, a copy of the Audit Report shall be filed with the Commissioner of Education and Auditor of Public Accounts. Annually, the school district shall authorize the examination of all financial records. The audit is to be conducted by a public accountant or by a certified public accountant.
- Collective Bargaining. On or before November 1, negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent.

Board will Review School (Annual) Foundation Filing Forms

- School Board will Review the Annual Foundation Board Filing Forms Original tax deadline for exempt organizations (Form 990) on or before May 15, 2023. Note: Extension tax deadline for exempt organizations: November 15, 2023

Board-Superintendent Relations

- Review current superintendent evaluation tool, policy specific to the evaluation, contract language to ensure it aligns to the policy, and review superintendent contract language outlining the responsibilities of the superintendent and board regarding the contract extension or renewal. Place each item on the board meeting agenda as specified.

****Review the full October Agenda on page 34 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.**

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 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 – October 18, 2023

NASB New Board Member Workshop - Wednesday, November 1, 2023

Join the NASB Board Leadership Team in Kearney for the opportunity to engage newly elected board members who did not have the opportunity to attend the NASB New Board Member Workshop this past December 2022. We are also including an invitation to all newly appointed board members. The agenda will include discussion and review of best practice board governance, meeting protocols, committee work, policy, Open Meetings Law, scenarios, goal planning, superintendent evaluation, and more. Stay tuned for more information regarding the registration details.

Submit Nominations for Board Member of the Year – [Ann Mactier Award] Contact Marcia Herring with questions regarding qualifications, nomination form, etc.



Government Relations & Advocacy

<https://members.nasbonline.org/government-relations>

(www.NASBonline.org – Government Relations)

WHO IS YOUR DELEGATE? While any board member is welcome to attend the Delegate Assembly, each board should select one member to represent them as the voting delegate prior to November 17.

Now is a great time to engage your lawmaker while they are in the district. Reach out if NASB can help you make a connection. Advocacy starts at home!



This Month In ...

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

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

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 ...”

Advocacy & Government Relations - ALICAP & Insurance - Board Leadership - Data Analytics - Energy Purchasing - Member Engagement - Policy - Search, Strengths & Awards - Technology



Monthly Agenda Video Updates & NASB’s Video Resources

<https://members.nasbonline.org/news-resources/video-library>

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

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



Contact Us

<https://members.nasbonline.org/about-us>

(www.NASBonline.org – About Us)

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB and on Facebook at www.facebook.com/NASBonline



8.3.2. NRCSA Report



Nebraska Rural Community Schools Association

Member Update

October 6, 2023



Photo Credit: Educational Service Unit 7



NRCSA Calendar

NRCSA Events

Southwest District Meeting

October 10, 2023, 1:30 PM (MT)
At ESU 16 in Ogallala

South Central District Meeting

October 11, 2023, 1:00 PM
At ESU 11 in Holdrege

North Central District Meeting

October 16, 2023, 10:00 AM
In Ord, Location TBD

West District Meeting

October 18, 2023, 1:00 PM (MT)
At ESU 13 in Scottsbluff

Northeast District Meeting

October 31, 2023, 11:00 AM
At Wayne State College

NRCSA Legislative Forum

February 20, 2024
Cornhusker Hotel in Lincoln

[More about this event](#)

NRCSA Spring Conference

March 14 & 15, 2024
Crowne Plaza & Younes North Convention Center in
Kearney

[More about this event](#)

NRCSA Golf Tournament

July 23, 2024
Meadowlark Hills Golf Course in Kearney

[More about this event](#)

Committee Meetings

NRCSA Committee Meetings

November 14, 2023, Via Zoom (all times central)

Executive Committee - 9:00 AM to 11:00 AM

*NRCSA UNO Closing the Achievement Gap Research Team -
11:00 AM to 12:00 PM*

Rural Teacher Committee - 12:30 PM to 1:30 PM

Legislative Committee - 1:30 PM to 3:30 PM

NRCSA Scholarship & Recognition Committee Meeting

November 15, 2023, 11 AM
CHI Center in Omaha
Room TBD



NRCSA Search Service

Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.

2023-24 Vacancies will appear after the application period opens

Other Vacancies

No postings at this time

Buy, Sell, Trade

NRCSA will share information with all of our members about items for sale. This is a service that NRCSA enthusiastically provides—we can help to spread the word if you have any items for sale (or to give away). And the price for this service is great—FREE! If you have such items, please don't hesitate to contact us. Hopefully we can help!

Sandy Creek has furniture for Sale

TABLES

- 3- Adjustable Kidney Tables
- 1- 4'x4' Wooden Table
- 3- 6' Round Wooden Tables
- 1- 4' Round Wooden Table
- 4- 5' Round Wooden Tables
- 1- 3'x6' Table
- 5- 2'x5' Wooden Adjustable Tables
- 4- 2'6" x 5' Adjustable Wooden Tables

DESKS

27- Desks w/wooden tops and steel bottoms with 2 shelves on the right side (elementary student and possibly middle school student sized)

2- White Plastic Student Desks

17- Wooden Top and Steel Bottom 1-Shelf Desks (elementary student and possibly middle school student sized)

- 22- Hard Plastic Pink & White Student Desks
- 26- Wood Top and Plastic Maroon Seat Student Desks
- 13- Plastic Top and Seat Maroon Student Desks
- Multiple Wooden and Steel Teacher Desks

CHAIRS & STOOLS

- 5- Tan Office Chairs
- 5- Gray Office Chairs
- 2- Blue Office Chairs
- 1- Black Office Chair
- 7- Newer Blue Adult Plastic Chairs
- 10- Brown Adult Plastic Chairs
- 7- Maroon Adult Plastic Chairs
- 2- White Adult Plastic Chairs
- 58- Orange Adult Plastic Chairs
- 4- Lite Blue Adult Plastic Chairs
- 5- Tan Adult Plastic Chairs
- 15- Yellow Adult Plastic Chairs
- 5- Green Adult Plastic Chairs

- 2- Teal Adult Plastic Chairs
- 30- Hard Plastic Blue Chairs

MISCELLANEOUS

- 15- Sewing Machines
- 3- Pianos (2 Upright)
- 17- 4 Drawer File Cabinets
- 3- Steel AV Carts
- 2- 2 Drawer File Cabinets

Below is a link to pictures of many of the items for sale.

[Sandy Creek Furniture](#)

If interested contact Matt Swartzendruber via email at:

mswartzendruber@southcentralusd.us

Shelton Public Schools

Shelton has 3 study carrels for sale minus the chairs. We will take the best offer.



Contact Shanna Gannon if interested:
sgannon@sheltonbulldogs.org

Access the Members area of www.nrcsa.net anytime.

Login: member Password: playground

The NRCSA District Meetings are coming up in October. Executive Director Jack Moles will visit each of the six NRCSA districts to share information about NRCSA, as well as legislative information. The District Representatives, Jon Cerny (Northeast), Dale Hafer (North Central), Mo Hanks (West), Jane Davis (Southwest), Jon Davis (South Central), and Paul Sheffield (Southeast) will be sending out invitations as the time gets closer. One “tweak” to the invitations this year is that the invitations will also be sent to Board Presidents.

Dates are set currently for the meetings:

Tuesday, Oct. 3: Southeast District @ NCSA was held at NCSA in Lincoln. We had 25 in attendance.

Tuesday, Oct. 10: Southwest District @ ESU 16 in Ogallala

Wednesday, Oct. 11: South Central District @ ESU 11 in Holdrege

Monday, Oct. 16: North Central District @ Jubilee Catering in Ord

Wednesday, Oct. 18: West District @ ESU 13 in Scottsbluff

Tuesday, Oct. 31: Northeast District @ Wayne State College in Wayne

October is National Principal’s Month. We have many great Principals in rural Nebraska. Their job is difficult, but vital to the success of our rural schools and the students who we educate. Please join me in sharing with your Principals how much they are valued!

The annual NRCSA Membership Renewal/Drive is continuing.

Annual Dues remain at \$850. Notices were sent on June 26 in time for July board meetings. We recently sent reminders to those who had not submitted renewals yet. Last year we had 220 school districts, ESU’s, and State colleges and we are hoping to continue our annual growth. Thanks to you for being a member. This energizes our representation and advocacy for rural Nebraska, no matter who we are engaged with on education, legislation, or community issues. Without your support and involvement, there is less rural advocacy. Whether we like it or not, the outstate and rural population does not create a legislative majority anymore. Finding success, whether in passing, amending, or stopping legislation comes from membership, relationships, and focus. Thanks to your membership in NRCSA, rural is at the table and making a difference on behalf of our rural students, schools, and communities.

We have already received one new membership as Yutan has joined NRCSA for the 2023-24 school year. **Welcome CHIEFTAINS!**

NRCSA is pleased to announce a partnership with New Leaf Teletherapy. New Leaf provides mental health teletherapy services for both staff and students. I became very interested in this possibility especially in terms of staff services. I know our members are working hard to provide services for their students, but there does not appear to be that same capability

NRCSA Leadership

Mark Lenihan, President.
Wayne Community Schools

Dr. Dawn Lewis, Past President.
Arlington Public Schools

Dr. Heather Nebesniak, Pres-Elect.
Ord Public Schools

Chris Prosocki, Secretary.
Southern School District # 1

District Representatives:

Eugene Hanks, West
Crawford Public Schools

Dale Hafer, North Central
Ainsworth Community Schools

Dr. Jon Cerny, Northeast
Bancroft-Rosalie Community Schs

Paul Sheffield, Southeast
Exeter-Milligan Public Schools

Jon Davis, South Central
Alma Public Schools

Jane Davis, Southwest
Hershey Public Schools

Executive Director:

Jack Moles

Lobbyists:

Jon Edwards
Trent P. Nowka
Russell Westerhold

Legislative Co- Chairs:

Dr. Jason Dolliver
Pender Public Schools

Bryce Jorgenson
Southern Valley Schools

Scholarship & Recognition Co Chairs:

Tim Heckenlively,
Falls City Public Schools

Jim Widdifield
Minden Public Schools

when looking at staff services.

I look at this service as helping to bolster what your district is already doing, not to take the place of those efforts. I believe this can be a cost effective means of furthering your efforts.

NRCSA recently hosted three introductory Zoom meetings with Mark Goldman and Deb Romano of New Leaf to have them explain what the program would look like. Below you can access the slide show from those meetings, as well as a recording of one of the meetings.

[New Leaf PowerPoint Presentation](#)

[New Leaf Zoom Meeting](#) (recording)



If you would like to be in contact with Mark Goldman or Deb Romano, please feel free to call or email me and I can help make that happen.

Board of Education meeting visits. Beginning in December, 2019, I started attending Board of Education meetings in member school districts/ESUs. Since then, I have attended 87 such meetings. I recently attended the Board meeting at Sidney and Potter-Dix on Monday, August 14 and Twin River on Monday, September 18. Upcoming plans to visit meetings include:

Monday, Oct. 9 at **Dundy County**

Monday, Oct. 16 at **Morrill**

Tuesday, Oct. 17 at **ESU 13**

Monday, Dec. 11 at **Pierce and Osmond.**

I have really enjoyed this and am willing to attend Board meetings when I can. I take a few minutes to cover NRCSA news and offerings, as well as some legislative news. When I am going to be in a specific area on Board meeting days I may send out a notice to near-by Superintendents to make an offer to visit. I'd like to be able to schedule two or three in the same evening if I can.

If you would be interested in me attending a future Board meeting, please contact me to start the arrangements. I would also be willing to "attend" your Board meetings via Zoom if you preferred. I would still only do one at a time but would be able to do several in the same evening. Let me know and we will try to make the connection.



NRCSA EXECUTIVE DIRECTOR JACK MOLES WITH THE POTTER-DIX BOARD OF EDUCATION & SUPERINTENDENT CHRIS ARENT

The American Heart Association is committed to partnering with schools in rural Nebraska to improve the health of their communities. A few of these opportunities include:

Tobacco Free Schools. Unfortunately, recent data reveals the ongoing challenges of youth tobacco use. The 2021 National Youth Tobacco Survey showed that: Approximately 2 million MS/HS students reported using e-cigarettes during the pandemic; nearly 85% of them used flavored tobacco products. More than 4 in 10 HS students and nearly 2 in 10 MS students who used e-cigarettes did so 2 out of 3 days and youth showed a strong brand preference.

Many schools have struggled to keep up with the continued innovation of the tobacco industry. To help address that, the American Heart Association created our Tobacco Free Schools Toolkit. The toolkit is designed to help schools update their policies so that now – and in the future – they will cover all products, people, and places while providing mechanisms that support students who are battling tobacco addiction. More information/resources are here.

Improving Cardiac Response in Schools. In the aftermath of a cardiac emergency -minutes matter. The Chain of Survival starts with those who are present and requires everyone to do their part. This is especially true in rural communities where EMS resources are often further away. We recently launched a series of new tools to help schools, youth sports, and other entities develop Cardiac Emergency Response Plans. These plans consider: access to functioning AED's, a strong base of CPR knowledge and training, as well as the identification of a response team and the annual practice of a cardiac emergency.

For questions about these or other initiatives, please reach out to Tim Nikolai, Sr. Rural Health Director, at Tim.Nikolai@heart.org.

A note from Mr. Nikolai:

*For those I have not met previously, I am the **American Heart Association's** lead for rural health in the Midwest Region, inclusive of your states. My role allows me to work collaboratively with all manner of organizations that are in a position to impact health in their communities – and schools are certainly near the top of that list.*

There are many ways our organization has worked to collaborate with schools – supporting access to nutritious, affordable food, helping to address the ongoing challenges of vaping/tobacco use, and more. Today, though I'm focusing primarily on our resources to assist with cardiac readiness / cardiac emergency response planning.

*Much of the country was watching – or has followed since – the **collapse of Buffalo Bills' safety, Damar Hamlin, on Monday Night Football.** Fortunately, Damar's story had a happy ending. Our goal is to maximize the opportunity for everyone to have a similar outcome should they experience a Sudden Cardiac Arrest. Most organizations will not have the resources that the NFL does to ensure player safety, but there is much that can be done, especially with proper planning.*

*Some data suggests that **nearly 1% of schools will be the site for an out of hospital cardiac arrest annually.** For a variety of reasons, rural areas are disproportionately impacted by both rates of cardiac arrest and poor outcomes. We know that prepared and equipped schools mean better outcomes for staff, students, visitors, and the communities that so often gather in school spaces.*

We have recently built out/updated a variety of tools to assist schools – and other organizations – with their cardiac readiness. These include:

- *Sample Cardiac Emergency Response Guidelines and Plans.*
- *A toolkit to maximize the impact of AED placement and implementation.*
- *Training and awareness tools to help with Hands-Only CPR knowledge for staff and students.*
- *A revamped, training site search feature, for coaches, nurses, and others who need CPR certification.*
- *In some cases, we may have – or be able to help secure – financial resources to help schools with purchasing/maintaining AEDs, CPR mannequins, etc. Hearing the scope of that need can help us secure additional resources, so please let us know!*

Please let me know if you see an opportunity or need to dialogue about these resources further or share them with your member districts. I'm happy to assist with newsletter copy, join or host webinars, or other ideas that fit your standard means of communication.

Finally, at the risk of sharing too much – a few other notes I wanted to highlight.

- *I've attached an invitation for our **Fall Educator Series**. Administrators/Educators from all districts are welcome to attend the sessions they are interested in. You'll see the one in November is on Cardiac Emergency Response Planning.*
- *Last year some 1300+ rural schools in the Midwest participated in our Kids Heart Challenge program. They raised life-saving money for our mission, earned PE equipment for their schools, and helped improve health knowledge in their community. Last year, tens of thousands of families learned Hands-Only CPR through the program.*
- *Thanks to the **Missouri Rural Health Association** for sharing our HeartCorps program on their home page. That opportunity exists for IA, KS, KY, MN, MO, NE, OH, and WI. Happy to chat more!*

[American Heart Association Service Summary](#)

Due to the National Rural Education Association's national conference being the same week as the NASB/NASA Fall Conference in November, we will hold out committee meetings in a different manner this year. I will be in Chattanooga, TN for the NREA Conference, thus I will not be available for the NRCSA committee meetings that we usually hold in conjunction with the Fall Conference in Omaha. On Tuesday, Nov. 14 I will meet with the Executive Committee, Legislative Committee, Closing the Achievement Gap Committee, and the Rural Teacher Committee via Zoom. The Scholarship and Recognitions Committee still plans to meet on Wednesday, Nov. 15. More information will be coming later to all of the committee members who are affected by this. Hopefully this is a one-year issue.

Farm to School Network Takes Root in Nebraska

The Nebraska Department of Education, Center for Rural Affairs, Nebraska Extension, Buy Fresh Buy Local, and No More Empty Pots are pleased to announce the establishment of the Farm to School Network in Nebraska. The network aims to increase access to fresh and nutritious foods in Nebraska schools and strengthen connections between local farmers, educators, and communities.

To build this network, a Network Development Committee and Advisory Committee will lead the process and guide stakeholders to create a strategic, collective action plan that will move farm to school forward in Nebraska. The Network Committees are made up of representatives from key organizations and institutions across the state and are focused on breaking down barriers standing in the way of implementing farm to school initiatives.

The Network Committees will begin the network building process with mapping community assets, phase one of the Nebraska Farm to School Network Timeline. Through this phase, they will collect information on existing farm to school activities in the state and establish a vision for the network.

All stakeholders interested in building a stronger and healthier food system in Nebraska may participate in upcoming virtual and in-person listening sessions. These listening sessions will take place from October 10th to 18th and provide a platform for sharing information about current farm to school activities and discussing the future vision for the network.

“Pillars to farm to school success in a state include partnerships, policies, and supportive programming. A network will support development of these initiatives,” said Sarah Smith, Nebraska Department of Education Farm to School Specialist and Project Director.

To register for the listening sessions or to learn more about the Nebraska Farm to School Network, please visit the [Network's webpage](#).

Due to the National Rural Education Association's national conference being the same week as the NASB/NASA Fall Conference in November, we will hold our committee meetings in a different manner this year. I will be in Chattanooga, TN for the NREA Conference, thus I will not be available for the NRCSA committee meetings that we usually hold in conjunction with the Fall Conference in Omaha. On Tuesday, Nov. 14 I will meet with the Executive Committee, Legislative Committee, Closing the Achievement Gap Committee, and the Rural Teacher Committee via Zoom. The Scholarship and Recognitions Committee still plans to meet on Wednesday, Nov. 15. More information will be coming later to all of the committee members who are affected by this. Hopefully this is a one-year issue. NRCSA committee meetings on Tuesday, Nov. 14 will be:

9:00 a.m.--Executive Committee

11:00 a.m.--Closing the Achievement Gap Committee

12:30 p.m.--Rural Teacher Committee

1:30 p.m.--Legislative Committee

All times are Central.

Southern Superintendent Chris Prosocki has shared a sample Superintendent Checklist that he uses. I thought this was a great instrument, one that I wished I had available to me when I was in the Superintendency. It can be especially helpful as you head into the new school year! Thanks to Chris for sharing this! You can access the updated checklist here:

[Superintendent Check List](#)

The ESUCC and ESU 3 have shared a document which outlines all of the trainings and mandates that are required of districts. The document, "School District Plans, Policies, and Annual Trainings Requirements", is a handy reminder for districts. Thanks to ESUCC Executive Director Kraig Lofquist and ESU 3 Administrator Dan Schnoes for developing and distributing this handy tool. The document may be accessed here:

[School District Plans, Policies, & Annual Trainings](#)

We urge you to consider making use of the NRCSA Partner OneCard as a tool for you in managing school expenditures, both large and small. Certainly, the card can help reduce/eliminate any issues relative to unverified cash expenditures. You decide who uses it, can get cards for each of those users, keep all cards wherever you wish, determine the amount to load on each individual card, and how long the time frame of use is. It is a terrific management tool and clearly identifies each expenditure/name/date/amount. Whether small purchases or very large purchases, the card is a terrific tool. NRCSA owns the state contract, so liability for misuse falls to NRCSA, not the district user. We have only had three circumstances of fraud and all three have been the theft of the card number information, not any district employee misuse. For 2022-23, 97 districts/ESUs participated in the program. Great job by all participating districts in protecting the card and program! Don't forget, the NRCSA rebate from the transaction fee paid by businesses that choose to accept plastic is used for scholarship, awards, and special needs. For 2022-23, the rebate was almost \$29,000 to NRCSA, showing that use is increasing, and large purchases are being included. WIN, WIN, WIN!

If you are considering joining the program and need more information, please contact Jack Moles (jmoles@nrca.net) or Jeff Bundy (jbundy@nrca.net).



NRCSA wishes to share in the celebration of the special accomplishments and recognitions going on in our member schools and ESUs.

October 2023:

* Students from NRCSA-member school districts who are among 111 Nebraska students who are National Merit Scholarship semifinalists are: Atticus Miller (Aurora), Kaitlyn Jewett (Holdrege), Caleb Kelly (Pender), Travis Emory (Pierce), and Noah Jones (Pierce).

*The US Department of Education recognized four Nebraska schools as National Blue Ribbon Schools for 2023. The awards are based on overall academic performance or progress in closing achievement gaps among student subgroups. Two of the schools honored are NRCSA-member schools: Dodge Elementary School (Howells-Dodge Consolidated Schools) and Pender High and Elementary School (Pender Public Schools).

*Scott Phillips, a 7th grade math teacher at Aurora Middle School, has been named the 2023 Nebraska Teacher of the Year by the Nebraska Department of Education. Shelly Mowinkle, a teacher at Milford High School, was one of three finalists for the award.



Join us for the Nebraska Educator Shortage Summit 2.0 in Kearney on October 25-26, 2023!

The early registration rate of \$115 applies through June 30, and increases to \$150 on July 1.

The inaugural Summit in 2022 helped influence and impact key policy changes while leveling up best practices and now it is time to expand upon our initial success! Summit 2.0 will convene leading stakeholders from P-20 to address the challenges of the shortage of educators and educator pipeline. We will share ways to replicate best practices, innovate new strategies and use partnerships for local, regional and statewide success. Central to the Summit will be the use of data and collaboration in sharing information and promising practices. The Summit will bring together a wide range of perspectives to create successful solutions toward the common goal of ensuring Nebraska's students receive a world-class education.

Day one is a full day of interactive planning discussions, large group keynotes, and breakout sessions focused on recruitment, retention, best practices and other topics. Day two will focus on all areas of employment, Nebraska educator workforce initiatives and ends with a featured lunch panel of Teachers of the Year, teacher candidates and certified teachers.

Share Summit 2.0 information with your district educational stakeholders so they don't miss the chance to participate in this interactive event! For the latest updates, follow us on Twitter at @NACTE_Summit.

Summit 2.0 is sponsored by the Nebraska Association of Colleges for Teacher Education (NACTE) with support from a NDE Educator Pipeline Grant.

Rooms are available at the Fairfield Inn for a rate of \$139.95 while they last. We look forward to seeing you in Kearney this October!

JOIN US AT THE
**NEBRASKA
EDUCATOR
SHORTAGE
SUMMIT**

YOUNES CONFERENCE CENTER

 KEARNEY, NE

OCTOBER 25-26, 2023



PK-12 EDUCATORS | EDUCATOR PREPARATION PROGRAMS | AGENCY/DEPARTMENT REPRESENTATIVES



REGISTER HERE →

Registration, \$150

 @NACTE_Summit



NRCSA Federal Liaison Dr. Jon Habben and NRCSA Executive Director Jack Moles attended the National Rural Education Advocacy Consortium (NREAC) meeting in Washington DC on April 23-26. NREAC is an extension of the National Rural Education Association. One day was filled with meetings with several officials on the Federal level.

On Tuesday, Dr. Habben and Jack met with Representative Adrian Smith, as well as with aides for Representative Mike Flood and Senator Deb Fischer. They shared NREAC legislative priorities and how these priorities affect Nebraska rural schools, with each of the offices.

A brief description of the six NREAC legislative priorities are as follows:

1. **EDUCATION FUNDING:** NREAC seeks preservation of critical federal funding for rural schools.
2. **REAP FUNDING:** NREAC urges Congress to increase funding to Title V, Part B of ESSA, the Rural Education Achievement Program, with a specific increase to the Rural Low-Income School Program. **(The responses you all provided to Jack's survey helped to tell Nebraska's story. Well done as he received over 100 responses from NRCSA districts.)**
3. **INFRASTRUCTURE:** NREAC supports efforts to ensure any infrastructure proposal in Congress must include funding for modernizing or maintaining rural school facilities.
4. **FOOD AND NUTRITION:** NREAC supports any effort to streamline processes and reduce the administrative burdens related to school meal programs.
5. **SCHOOL SAFETY:** NREAC supports flexible federal formula funding streams that channel resources to rural school districts for school safety that recognizes the geographic and economic challenges in rural communities.
6. **BROADBAND AND CONNECTIVITY:** NREAC believes access to high-speed internet is critical for providing equitable access to learning for students in rural schools. As such, NREAC strongly supports maintaining E-Rate as an element of the Universal Service Fund in its current funding structure.

[NREAC Legislative Agenda](#)



L-R Dr. Jon Habben, Jack Moles, Congressman Adrian Smith.

Last school year, NRCSA began a Principal Search Service. This service is patterned after our successful Superintendent Search Service. Two options are available. Both options will involve NRCSA consultants recruiting candidates for the position. One option will involve the NRCSA consultant making background calls, while the reduced version of the service will place that role with the Superintendent. If you are interested in getting more information about the service now, please contact Jack. Here is a brochure outlining the service.

[NRCSA Principal Search Brochure](#)

An outstanding opportunity is available for rural districts or ESUs to “grow their own” School Psychologist. I highly encourage someone in your school or ESU to apply for admission to the Prairie Nebraska Project through UNL.

With generous funding from the Behavioral Health and Education Center of Nebraska, the University of Nebraska Lincoln's School Psychology program is recruiting 10 rural Nebraska residents to complete an Educational Specialist degree in School Psychology. The Prairie Nebraska project uses synchronous and asynchronous online instruction to deliver a program of study that is highly accessible for rural Nebraska residents. Students will be able to complete the training in their own community without having to relocate to Lincoln. Prairie Nebraska funds will pay for the trainees' tuition and fees. Upon successful completion of the program, Prairie Nebraska trainees will qualify

for an endorsement towards a Nebraska Department of Education certificate in School Psychology.

Successful applicants to the Prairie Nebraska program will:

- Live and work in any Nebraska county excluding Douglas, Lancaster, Sarpy, Washington, or Cass Counties.
- Have a recommendation from an ESU or school administrator with a commitment by the school/ESU to provide the experiences and supervision that trainees will need to complete the program.
- Apply to and be accepted into the University of Nebraska Lincoln Educational Specialist program in School Psychology.

Due to restrictions associated with the ARPA funds, all project-funded activities must be completed by December 2025. Consequently, we will be recruiting very quickly – with review of applicants beginning on April 1, 2023 and continuing until the program is filled. Coursework and supervised practica will be tightly scheduled and offered one course at a time. Formal, synchronous courses and meetings will be scheduled outside of typical work hours (e.g., 5 PM or later) and will emphasize projects, assignments, and activities that have practical utility to prepare students for day-to-day practice as School Psychologists.

Interested applicants should email Beth Doll, bdoll2@unl.edu and include their:

- Name, email, and phone number
- Mailing address, including county of residence
- The school district or Educational Service Unit that is likely to provide their recommendation and commitment for supervised experiences

New Collaboration Seeks to Address Principal Shortage and Strengthen Professional Development

A new collaboration designed to address the shortage of future principals and strengthen professional development of current school leaders is underway. The project, entitled, Growth-Oriented Leadership Development (GOLD) is being coordinated by members of the UNL Department of Educational Administration, in partnership with NRCSA, NCSA, ESUs, and NDE.

“We’re seeking federal funds to develop current and future principals from within—a grow your own model, said Nick Pace, chair of the UNL Educational Administration Department. Over the next several

months, Pace says a team led by professors Jiangan Xia and Scott Sturgeon will be inviting districts to join the effort. The team is inviting approximately 60 schools to participate, with half receiving focused training while the other half continues its current efforts without the training. Districts not initially selected for the training group would be first in line for the next round of the program, if funded.

Districts interested in participating should watch for information through NRCSA updates, ESU superintendent meetings, or by contacting Pace, Xia, or Sturgeon.

Nick.Pace@unl.edu, Jxia@unl.edu, [ssturgeon2@unl.edu](mailto:ssurgeon2@unl.edu)

NRCSA developed a corporate sponsorship/partnership program. The program is designed to provide our corporate partners with more opportunities for contact with the decision makers in our member school districts, ESUs, and the colleges through increased exposure. Corporate partners are able to choose among three levels of sponsorship: Purple Ribbon Partners, Blue Ribbon Friends, and Red Ribbon Sponsors. Different forms of contact with our members are made available in each of the three levels.



Purple Ribbon Partners



Cheever Construction

Doug Klute
3425 N 44th St
Lincoln, NE 68504
Phone: (402) 477-6745
dklute@cheeverconstruction.com



CMBA Architects

Troy Keilig
208 N Pine ST, Ste 301
Grand Island, NE 68801
Phone: (308) 384-4444
keilig.t@cmbaarchitects.com



Cognia

Shannon Vogler
7744 Olive Creek Rd
Firth, NE 68358
Phone: (888) 413-3669 ext 5801
shannon.vogler@cognia.org



CORNHUSKER
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Cornhusker International Trucks

Russ Folts
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Lincoln, NE 68504
Phone: (402) 304-4016
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Crouch Recreation

Nicole Crouch
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DLR Group

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Facility Advocates

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First National Capital Markets

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Network For Educator Effectiveness (NEE)

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Piper Sandler & Co

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Renaissance Learning

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Trane Technologies

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Tremco Roofing

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Phone: (816) 716-7345
jwolfsohn@tremcoinc.com



Wilkins Architecture, Design, Planning

Jacob Sertich
2908 W 39th St, Suite A
Kearney, NE 68845
Phone: (308) 237-5787
jsertich@wilkinsadp.com

One of the benefits for our Purple Ribbon Partners is the opportunity to submit an article for the monthly Member Update. This month we proudly recognize:

Renaissance Learning

RENAISSANCE®

Here at Renaissance, our mission since 1986 has remained the same: To accelerate learning for all children and adults of all ability levels and ethnic and social backgrounds, worldwide.



Today, more than half of US schools rely on Renaissance solutions for data and insights to equitably move learning forward. As technology continues to change, our commitment to accelerating learning is unwavering—both inside and outside the classroom.

In Nebraska, we understand that districts have experienced significant changes to their assessment process and we are here to support your journey. Our programs help districts provide the best student outcomes by COMPLIMENTING your current programs. We value the rural school districts in Nebraska and appreciate that smaller in size doesn't mean any less important. We also recognize that district and building leaders in smaller districts are required to wear many hats on any given day. That is where our approach really hits home. Data is a driver to make informed decisions and at Renaissance, we believe that it is our job to support the teachers so that they can focus on what they are meant to do – teach. We provide the information and tools to help save time, make an impact, and truly move student outcomes forward. More than ever, we need to

understand where our students stand in order to help them grow. Since our programs help support

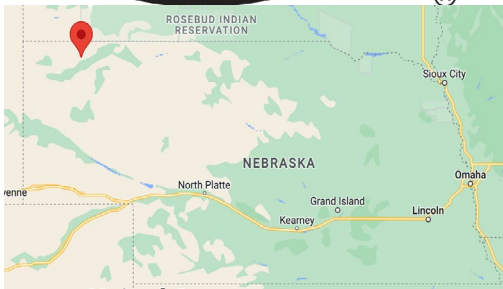
NSCAS, we want to partner to help make the greatest impact on students across the state. We are proud of the strong implementations that we have in so many districts in Nebraska and we'd like to highlight two district partnerships. Schuyler Community School District is a prime example of utilizing blended programs to ensure all student needs are met. Our partnership with the district began four years ago and the growth experienced since has been nothing short of phenomenal. Please take a few minutes to watch this overview and see how Schuyler's teachers and students are taking charge with our programs. [Schuyler and Renaissance.](#)

Falls City Public Schools is another great example of how Renaissance programs help districts do more with less. Our instructional ecosystem is comprised of practice programs, assessments, digital content, skills inventories, and so much more - including a data analytics tool called Schoolzilla. A district data retreat was recently held and Schoolzilla ensured that all key stakeholders were looking at the same essential information. The simple and easy to use data dashboards pull together pertinent data sources, enabling all to make the absolute best decisions for their students as they plan ahead. Contact us to learn more about how they implemented this awesome tool and set up a demo for your own team.

We welcome the opportunity to serve all NRCSA members. As a purple ribbon sponsor, we are grateful for your work and appreciate your trust in us as a vendor. With our broad product offering, we ask that you consider Renaissance as you seek and implement programs and services to best impact your district moving forward.

MEMBER SPOTLIGHT

Chadron State College



Mascot: Eagles

Enrollment: 2,260

Location(s): Chadron, NE

Interesting Fact: According to Chadron State College's Centennial Book, legend has it that in 1915 when the college was still new, a young boy robbed an eagle nest near the campus and kept one of the young birds as a pet. As the bird grew, the young lad – Clinton Smith – took it to a couple of football games. Pretty soon people were calling Chadron the Eagles. Smith later played for the Eagles, serving as captain of the 1925 team that was undefeated and won a 3-0 decision over the University of Colorado.

President: Dr. Ron K. Patterson

NSCS Board of Trustees

John Chaney (Chair), **Bob Engles** (Vice Chair), **Carter "Cap" Peterson**, **Danny Reynaga**, **Marjean Terrell**, **Jess Zeiss**

Programs

CSC's Para to Teacher program has grown from approximately 12 participants in the first year to 145 paraeducators who are currently working on their education degrees. The evolution from only Special Education as an option in the programs infancy to also include Elementary Education K-8, Early Childhood Inclusive Birth to grade 3, and many middle school and secondary areas such as Natural Sciences, Family Consumer Sciences, Math, Business, and English has helped support even more passionate paras pursue their dreams to become a teacher.

CSC's Education Club is in the process of partnering with the local after-school programs. Multiple community and regional partners work together to offer these experiences to students in a variety of topic areas. CSC's Education Club members will seek to create new learning opportunities by delivering engaging enrichment activities while utilizing the skills they are developing as pre-service teachers.

I would encourage districts to consider participating in the Academic Decathlon competition.

Academic Decathlon is an activity that is dependent on students of different ability levels. A team is made up of students who are in the Honors (A average), Scholastic (B average), and Varsity (C average) levels. Students may move up, but they may not move down. The combined scores of the students in all 10 competition events are counted, thus each team member is very important. There is a defined course of study in each subject area each year. Subject areas are commonly Math, Language & Literature, Science, Social Science, Economics, Art, and Music which are covered in the Regional competition each year. At the State Competition, Speech, Interview, and Essay are added. There is a “theme” each year that many of the subject areas cover. The theme for 2022-23 was the American Revolution. The theme for 2023-24 will be “Technology and Humanity”. Regional competition takes place in January and State competition takes place in February. The school can decide how to prepare for the competitions. Some schools have teams that have practices in the evenings or after school. Some simply provide the students with materials to study prior to competitions. Other schools offer a class to prepare.

Quiz Bowls are wonderful and fun activities, but they do not have a defined course of study like the Academic Decathlon. I find the Decathlon to be the best academic competition that I have experienced. To me, it is based on true study and learning.

On a personal note, three of my four kids participated in Academic Decathlon through high school and between them they won thousands of dollars in scholarships as they were on teams that had success. I currently serve on the Nebraska Academic Decathlon Board of Directors. I have been very involved with this activity for many years and highly encourage you to consider adding it to your school. A new school can have its enrollment fee waived the first year and may receive free study materials.

If you have any questions or have a staff member who is interested, please feel free to contact me. You could also contact the State Director, Vicki Deniston-Reed at dcthln.denistonreed@gmail.com.

UNL Tuition Discount & GOLD Grant.

We have a new tuition discount program aimed at better serving folks from rural districts who are seeking school leadership degrees (MEd – principalship, EdD – superintendency) or endorsements. The program

provides a 15% tuition discount for educators who serve in NRCSA member districts or are in an area classified by NCES as rural or town. We think this is a small but important step toward helping rural schools be intentional about growing their own leaders. If interested, please contact Dr. Nick Pace at nick.pace@unl.edu

[Big Red Leader Website](#)

[Big Red Leadership Flyer](#)

In addition, invite your participation in a federal grant application aimed at helping Nebraska school districts. Led by the UNL Department of Educational Administration, the *Growth-Oriented Leadership Development (GOLD) Project* is a collaboration across NCSA, NRCSA, ESUCC, and NDE. Goals include:

- Developing current and future leaders in a grow-your-own model
- Strengthening School Leadership
- Improving Principal and Teacher Retention

GOLD Highlights:

- A focus on local, building/district level context, not a top-down, one-size-fits-all approach
- Research-based content aligned with Marzano’s Balanced Leadership and other recent work
- Use of existing professional development structures led by credible leaders and coaches
- No additional costs or duties to ESUs or districts

GOLD Includes:

- Regular, large group professional development for the principal and 2-3 teacher leaders per building
- Small group coaching and facilitation provided by grant-funded coaches
- Application of material presented in sessions to local school improvement priorities and integration with the new NDE Nebraska Teacher and Principal Professional Standards (NTPPS)
- A stipend to participating schools to support implementation of GOLD dimensions and materials

To Learn More:

<https://cehs.unl.edu/edad/gold-project/>

Chadron State College Special Education Para-to-Teacher Program Initiative.

Purpose: This “Grow Your Own” Special Education Teacher program is designed to provide school districts with the opportunity to cultivate and participate in the training of their para-professionals who wish to continue their education to become special education teachers.

Who: Any individual who holds a minimum of an Associate’s Degree (or equivalent credit hours) from an accredited higher education institution, and who is employed as a para-professional within a school district. **What:** Chadron State will provide required course work and enrichment activities via online, face-to-face (via Zoom), and on the job experiential learning, leading to a Bachelor’s in Education Degree, and a Nebraska Teaching Certificate with an endorsement in Special Education (grades PK-12). With administrator input, program course work will be tailored to best fit your district practices and expectations. Each course will be offered in an 8-week format, with 12-13 credit hours to be completed each 16 week semester.

How: Program participants will be advised, monitored, and supported by CSC faculty/staff, and a CSC Education Program liaison is specifically assigned to facilitate their progress. District para-professionals may enter the program at any time in the academic year.

When: once participants reach their senior academic year they will embark on completing their capstone course work, via online and Zoom class sessions. This course work has been pared down considerably with the understanding and assumption that these student teachers will be learning “on-the-job”. For example, one section covers classroom management practices. Clearly, one can argue and attest that these student teacher interns are learning more about managing a classroom from being mentored by veteran teachers within your school, and observing them in action. This is the belief and learning approach embraced during this senior year. However, to ensure and assess concept learning, Chadron State faculty will be meeting with your student teacher cohort twice per week for 1.5 hours, via Zoom conferencing technology.

Graduation: At the completion of this program students/candidates graduate from Chadron State College, and apply for teaching licensure resulting in a valid initial teaching certificate with and endorsement in PK-12 Special Education. Chadron State’s education program is nationally and State accredited. As such, interstate certification reciprocity is not a problem.

Things for your consideration:

1) To qualify for this program participants must hold at least an Associate’s Degree or the equivalent in college credit hours. (*CSC will work with those applicants to provide them with the needed coursework leading up to program entry*).

2) Districts must agree to maintain para-professional employment throughout the course of the program—including during the student teaching experience.

Please contact Dr. Adam Fette for more program information, at afette@csc.edu.

The UNL Department of Educational Psychology has received a grant from the Swanson Foundation which allows them to offer mental health services to rural schools.

From Dr. Michael Scheel, Chair of the UNL Department of Educational Psychology:

The UNL Department of Educational Psychology would like to offer counseling and psychological services, as well as consultation services to the schools and communities of Southeast Nebraska. We run a mental health counseling and therapy clinic and we are offering counseling and consultation services to teachers, administrators, students, and community members of Southeast Nebraska. Services will be provided through remote and confidential means (i.e., Zoom conferencing). We are hoping that schools, families, and individuals contact us to schedule an appointment for a telehealth counseling or consultation session.

We have recently learned that a donor will support our work with individuals living in rural Southeast NE by paying all fees for services. Thus, whoever seeks out our services will simply have to indicate they live in Southeast Nebraska, and any services we provide will be paid for through the UNL Foundation. Individual, couple, and family counseling will be provided without financial expense. Additionally, we can provide teachers, school administrators, school counselors, and school social workers consultation services for students of their schools without charge.

We are very excited to enter a partnership with schools and communities of SE Nebraska to promote mental health and well-being. We are aware of the mental health counseling disparities that exist in Nebraska

rural areas, and our department, our College of Education and Human Sciences, and UNL are highly interested in offering our expertise and resources with the goal of enhancing the well-being of SE Nebraska individuals, schools, and communities. We are a group comprised of licensed psychologists and psychology graduate students who regularly provide services through our clinic to the Lincoln community. We are seeking to reach beyond Lincoln to connect more with surrounding rural areas. We also are acutely aware of the importance of addressing mental health concerns right now as we all are experiencing the stress of going through the COVID-19 pandemic.

The Counseling and School Psychology Clinic is a training clinic in which graduate students in counseling and school psychology work with clients under the supervision of licensed psychologists. Services are available to all on a sliding scale. For clients from SE Nebraska communities, services will be paid for through UNL Foundation funds supplied by a donor who cares deeply about the welfare of schools and communities in SE Nebraska. Counseling services are offered to improve well-being, improve academic and behavioral issues, stabilize mood, manage stress, and improve life-adjustment issues.

For more information, please visit our clinic website:

<https://cehs.unl.edu/edpsych/clinic/>

A common theme from some of the decision makers on the state level is that “out of control” local spending is to blame for the property tax problem. NRCSA, along with many other educational entities, maintains that we do not have a school spending issue, but instead have a school funding issue. Attached are two reports, one from NRCSA, the other from Open Sky, that discuss the myth of “out of control” school spending. It is my hope that administrators and Board of Education members will read, then use these reports to counter those claims. When you do please tell your district’s story as that is the most powerful way to get this message across.

[NRCSA Spending Study](#)

[A Look at School Spending in NE from Open Sky](#)

SUPERINTENDENT SEARCH & PLANNING

NRCSA has had a very successful year last year in assisting 14 Boards of Education in choosing their next Superintendent of Schools. Last year we were asked to assist Ansley Public Schools, Bruning-Davenport (interim), Educational Service Unit #16, Lakeview Community Schools, Louisville Public Schools, Medicine Valley Public Schools, North Bend Central Public Schools, Randolph Public Schools, Ravenna Public Schools, South Central Unified #5 (interim), Southwest Public Schools, Superior Public Schools (Interim), Tekamah-Herman Public Schools, and Thayer Central Public Schools in their searches for their next Superintendents. NRCSA was also selected to assist the NSAA Board of Directors in its search for the next Executive Director of the NSAA. We also assisted Thayer Central on a Principal search.

If your district finds a need to locate your next school leader, please be sure to keep the NRCSA Superintendent Search Service in mind. For more information you can contact Executive Director Jack Moles at jmoles@nrcca.net or by phone at 402-335-7732.

It is a common practice for many Boards of Education and the Superintendent to conduct short and long-term planning. NRCSA does provide a quality service using experienced consultants. If you are interested in more information, please contact Executive Director Jack Moles.



SYRACUSE-DUNBAR-AVOCA used the NRCSA Planning Service in 2022. NRCSA Consultants Rob Hanger and Fred Helmink assisted the district with its planning.

[NRCSA Search Service Experience](#)

[NRCSA Planning Support Brochure](#)



We may tailor the Advocacy Training program that we are developing with the Congressional Management Foundation around this work. We will have more information on both at the October meeting.

Recording of the Committee on Education and Workforce - Subcommittee of Higher Education and Workforce Development Hearing on WIOA. There is a focus on how the Federal Government can allow states to better use resources, increase flexibility and expand the support services (childcare, transportation). [Committee Hearing on WIOA](#)

From Senator Fischer: Note: Senator Fischer has been more vocal regarding the President’s actions through the Department of Education. An example:

“President Biden’s overreach was on full display this month when his Department of Education tried to block funding to elementary and secondary schools with hunting and archery programs. The president claimed this would help eliminate dangerous activities, but it would actually have the opposite effect. Basic archery and hunting education programs teach Nebraska students important safety skills, and they provide our youth with a valuable athletic outlet.”

Senator Fischer “co-led legislation to stop this misguided decision. President Biden’s Department of Education has no business disrupting Nebraska schools and blocking funding for critical initiatives.” Senator Fischer got it right. The effort was successful and public schools can maintain their archery and hunting programs without federal penalty. Rural Nebraska public education needs Senator Fischer to be more connected, not only to pending legislation, but to the Department of Education’s activities not driven by actual legislation. As school district leaders, superintendents and their boards can attempt to encourage Senator Fischer and your particular Congressman toward stronger support and advocacy for rural public education. NRCSA has all of the contact information available to you.

From National Grange: “Extend the Affordable Connectivity Program”

“The Affordable Connectivity Program (ACP) will run out of funds provided by the Infrastructure and Jobs Act in early 2024. In general, ACP provides eligible households \$30 per month toward internet bills plus \$100 to buy computers. The program has been a successful incentive for low-income rural families to connect to the internet. The National Grange joined the Rural and Agriculture Council of America in a letter to Congress in preparation

From Dr. Jon Habben; NRCSA Federal Liaison:

The National Rural Education Advocacy Coalition (NREAC) political involvement arm of NREA is self-funded by its state association members. Nebraska is one of the currently 16 state rural education associations members and has been a founding member for 20 years. Until this year, NREAC has paid for part of an AASA lobbyist’s time for representation and information. For several years, I and others have said NREAC needed to ally with other rural like-minded groups rather than AASA which seemed to pay lip-service to rural interests. AASA is a strong advocate for public schools through its superintendent members, but had no particular rural public education focus. This year, NREAC is no longer using AASA lobbyists, rather partnering with other rural public education groups to form a louder rural voice that is identifiable through all of the noise.

Very briefly, from our recent NREAC Zoom (Jack and I were on the call for most):

Speakers:

Rebecca Howard - Senior Education and Workforce Policy Advisor for Sen. Kaine (VA)

Rebecca.Howard@kaine.senate.gov

Quentin Dupouy - Legislative Asst. handling Education Portfolio for Rep. Jared Huffman (CA-02)

Quentin.Dupouy@mail.house.gov

Links that the speakers shared:

[Shortages](#)

[Data Collection](#)

[Special Education](#)

[Committee Members to Contact](#) for Republican support of the IDEA Full Funding Act.

State Director conversations included information around SRO, Secure Rural Schools funding, what IDEA full funding would mean for districts and the Civil Rights data collection impacts.

NREA will be releasing the Why Rural Matters Report. NREAC will work with the NREA Executive Committee to determine how we will support states in their advocacy and policy efforts using the report as a tool.

for a House Energy and Commerce Committee hearing. The Grange urged Congress to extend ACP funding to allow more rural families to access the internet and allow those already on the program to continue while Congress and internet providers seek a more permanent funding solution.”

And some interesting information about the future from National Grange:

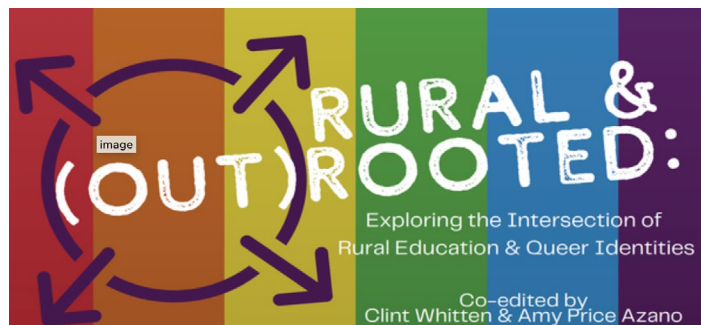
Six Trends Shaping the Future Structure of Agriculture

Aimpoint Research has done extensive work to analyze current agriculture trends and identify the ag producer of the future. Aimpoint’s six forces driving future agriculture transformation are:

- Consolidation - By 2040, there will be fewer than 100,000 production farms, and 5 percent of farms will produce 75 percent of agriculture output.
- Farmer psychology – More farmers may be unwilling or unable to stay in business if current economic conditions continue. Operating profitability is declining, and 60 percent of farmers are concerned about their ability to repay operating loans.
- Technology – When young people interested in agriculture were asked what excited them most, it was technology. While they have appreciation for the lifestyle of their parents and grandparents, they intend to do things differently by integrating new technology.
- Consumers – Consumer decision-making revolves around price, healthiness, freshness and perception. Consumers perceive non-GMO is better than GMO, and that organic is better than non-organic. Locally produced foods and plant-based diets also come into play.
- Markets – South America is likely to become the breadbasket of the future. This will put American farmers in a tougher competitive environment.
- Government – There are ongoing concerns about trade, labor and regulatory overreach. Most growers believe federal regulations have generally been harmful to agriculture.

Also, a note regarding a research project shown below from the NREA Mid-Week email to members. I asked Dr. Pratt why NREA would advertise and/or promote this type of research and he told me that NREA material is promoted by others across the rural public education research spectrum and when NREA is requested to promote rural research questions NREA reciprocates. I questioned the overly broad sharing relationship and suggested a disclaimer

notice might be very beneficial so as to not appear to be advancing positions on potential divisive issues. In any case, that is the nature of research, even in rural public education that claims to be welcoming and educating all students.



Rural and Out(Rooted): Exploring the Intersection of Rural Education & Queer Identities

CALL FOR ABSTRACTS

We are accepting abstracts for a book proposal focusing on the intersection of rural education and Queer identities. Core themes will include:

- Experiences of Queer rural joy
- Scholarly manuscripts (empirical, theoretical)
- Policies/programs that serve as exemplars/models for protecting Queer rural youth and educators (or critiques of those that fail to do so)
- Personal narratives and art (poetry) exploring the intersecting identities of rurality and Queerness in educational spaces

Regarding the highly probable federal government shutdown, at this Husker FB w/ Michigan writing, there isn’t much more I would attempt to tell you. One thing I was told regarding the impact upon federal employees is that delayed salaries (and those required to work as essential employees) doesn’t mean lost income, rather delayed income. The last time we went through this was when the two parties (one controlled the House and the other controlled the Senate and small factions held majorities at bay) the length of the shutdown was 34 days. I grew up in a family-owned small, mainstreet retail business. I learned about saving and planning for the slower and very slow times, as retail business is wholly dependent upon people coming in and choosing to purchase from what the store had available in inventory. My parents never complained, but showed us kids how to work through it for the long term. It made me incredibly appreciative of regular salary and benefit security as an educator, and now retirement benefits. I am more than grateful. No one wants this shut down’s

impact on individuals, but let's ask an honest question, how else do we get a handle on this federal budget and paying so much in taxes to pay interest when unfriendly countries buy US debt? Prioritize differently? Make unwanted reductions and cuts? What do you have to do when school revenue isn't enough? When your household income isn't enough? Apples, oranges, and grapes? If we aren't taxed enough to make the federal budget oh, the government decides and prints the money. And then there's inflation.

Yikes! I go from the my office and sending this missive to the TV and the end of the CO v USC FB game only to find out we have a spending bill. You just never know until the last minute. But does it solve the bigger problem?

I will continue to also provide (attachments or links) the US Department of Education's new Rural School and Community Updates, the Committee for Education Funding (CEF) and AASA information, currently from AASA Lobbyist Tara Thomas. I will also provide relevant information from other sources, including the National Grange, that I am privy to.

Don't forget to attend your NRCSA District Meeting!!! Stay connected and involved!

Thanks, Jon

[Legislative Corps 9-29-23](#)

[Center for Education Funding Discretionary Spending FY 2024-25](#)

Contact Information

NRCSA

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jmoles@nrcea.net

Jeff Bundy, Administrative Aide
(402) 202-6028
jbundy@nrcea.net

Legislative Contacts

U.S. Senators

[Deb Fischer](#)

[Pete Ricketts](#)

U.S. House of Representatives

[Don Bacon](#)

[Mike Flood](#)

[Adrian Smith](#)

Nebraska Governor

[Jim Pillen](#)

NE State Senators

[Raymond Aguilar, Dist 35](#)

[Joni Albrecht, Dist 17](#)

[John Arch, Dist 14](#)

[Christy Armendariz, Dist 18](#)

[Beau Ballard, Dist 21](#)

[Carol Blood, Dist 3](#)

[Carolyn Bosn, Dist 25](#)

[Eliot Bostar, Dist 29](#)

[Bruce Bostelman, Dist 23](#)

[Tom Brandt, Dist 32](#)

[Tom Brewer, Dist 43](#)

[Tom Briese, Dist 41](#)

[John Cavanaugh, Dist 9](#)

[Machaela Cavanaugh, Dist 6](#)

[Robert Clements, Dist 2](#)

[Danielle Conrad, Dist 46](#)

[Jen Day, Dist 49](#)

[Wendy DeBoer, Dist 10](#)

[Barry DeKay, Dist 40](#)

[Myron Dorn, Dist 30](#)

[Robert Dover, Dist 19](#)

[George Dugan, Dist 26](#)

[Steve Erdman, Dist 47](#)

[John Fredrickson, Dist 20](#)

[Steve Halloran, Dist 33](#)

[Ben Hansen, Dist 16](#)

[Brian Hardin, Dist 48](#)

[Rick Holderoft, Dist 36](#)

[Jana Hughes, Dist 24](#)

[Megan Hunt, Dist 8](#)

[Teresa Ibach, Dist 44](#)

[Mike Jacobson, Dist 42](#)

[Kathleen Kauth, Dist 31](#)

[Lou Ann Linehan, Dist 39](#)

[Loren Lippincott, Dist 34](#)

[John Lowe Sr., Dist 37](#)

[Mike McDonnell, Dist 5](#)

[Terrell McKinney, Dist 5](#)

[Mike Moser, Dist 22](#)

[Dave Murman, Dist 38](#)

[Jane Raybould, Dist 28](#)

[Merv, Riepe, Dist 12](#)

[Rita Sanders, Dist 45](#)

[Julie Slama, Dist 1](#)

[Tony Vargas, Dist 7](#)

[Brad Von Gillern, Dist 4](#)

[Lynne Walz, Dist 15](#)

[Justin Wayne, Dist 13](#)

[Anna Wishart, Dist 27](#)



NRCSA Programs

New Leaf Teletherapy

Planning Support Service

Scholarship and Awards Programs

Superintendent Search Service

USBank OneCard Program



NRCSA Rural Community Schools Association
455 S 11th ST, Suite B
Lincoln, NE 68508



www.nrdsa.net



www.twitter.com/NRCSA1980



www.facebook.com/nrcsahome/

8.3.3. Update on Superintendent Goals

Goal I. Student Performance: Continue the development and initial implementation of the district Instructional Model Framework.

Goal II. Student Performance: Continue the implementation of the Multi-Tiered Systems of Supports (MTSS-B) model in K-12 is implemented with fidelity to support student learning and social-emotional/ behavior instructional support.

Goal III. Facility/Student Performance: Continue the development of a 10 year facility master priority list that addresses maintenance and improvements for existing buildings and grounds and to determine configuration of students to maximize use of facilities and instruction.

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

Raymond Central Public Schools

2023-24 Superintendent Goals

Review Months: September, December, March, July

Superintendent Goals

- Goal I. Student Performance: Continue the development and initial implementation of the district Instructional Model Framework. (G1.PI3) (G6.PF1)
- The model is in draft form. The administrative team plans to finalize by end of Semester 1 and present the model to staff in Semester 2. The current PD work on engagement practices and Classroom Culture are represented within the model.
- Goal II. Student Performance: Continue the implementation of the Multi-Tiered Systems of Supports (MTSS-B) model in K-12 is implemented with fidelity to support student learning and social-emotional/ behavior instructional support. (G1.PI3) (G7.PF1.PF2)
- Components of Tier 1 being implemented include: school wide expectations taught and practiced, high quality SEL curriculum being implemented at all levels with high levels of fidelity, all teachers trained, common handbook language for behaviors,
 - Components of Tier II being implemented: four small groups working with LMPH at Jr High, individual work with LMPH at all levels,
- Goal III. Facility/Student Performance: Continue the development of a 10 year facility master priority list that addresses maintenance and improvements for existing buildings and grounds and to determine configuration of students to maximize use of facilities and instruction. (G4.PF1)
- Facility Committee has updated the list and presented it to the board of education.
 - Schedule of priorities for 2023-24 have been identified
- Goal IV. Continue the development of safety and security practices for Raymond Central Public Schools. (G8.PF1.PF2.PF3.PF4)
- Continued review and revision of the EOP with input from Nebraska Public Policy Center
 - Reunification table talk being developed for January 3

8.3.4. Safety Report

8.3.5. Facilities Report

8.3.6. Important Upcoming Dates:

8.4. Review of Technology Plan

October Board Report
Mr. Jaxn Kobza
Technology Director

Technology Projects

- Access Control for doors at HS campus is complete. This will be going live later this month. (teachers and staff will be turning in physical keys and only use badges)
- The Ceresco Intercom system is replaced and operational.
- Getting a clock controller installed at Ceresco soon.
- HS football field speakers are blown. We are getting quotes to replace the speakers. Once speakers are replaced the sound system would be like new.
- Getting quotes for the new intercom system at Val and upgrading at the HS.
- Getting quotes for Access Control at Ceresco and Val.
- Getting quotes for adding a few more cameras at Val and Ceresco.

8.5. Board Committee Reports

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

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

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

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

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

9. Old Business

9.1. Discuss and Consider next steps in determining how to best utilize our buildings and organize instruction

Information on Reconfiguration

Option A: K-2 at Ceresco and 3-6 at Valparaiso

- There would be approx 140 kids at Ceresco and 190 at Valparaiso.
- There would be enough room but Valparaiso would be tight. There would be one room of 'flex' space if we needed to have an additional section of any grade level. Otherwise, this is figured with 2 classes per grade level.
- There remains some smaller flexible spaces at Ceresco

Option B: K-5 remains at each site and ALL 6th move to Valparaiso

- There would be approx 140 kids at Ceresco and 190 at Valparaiso
- There would be enough room but Valparaiso would be tight. There would be one room of 'flex' space if we needed to have an additional section of any grade level. Otherwise, this is figured with 2 classes per grade level.
- There remains some smaller flexible spaces at Ceresco

General Thoughts:

- The District should think to be adding Reading Interventionists and Math Interventionists. This will require additional small group space.

Questions to Ask Teachers

Distribute this survey to all employees across the District

What are the positive aspects of having grade likes together?

<<K-2 at Ceresco and 3-6 at Valparaiso?>>

What are the negative aspects of having grade likes together?

<<K-2 at Ceresco and 3-6 at Valparaiso?>>

What are the positive aspects of moving 6th grade back to Valparaiso?

What are the negative aspects of moving 6th grade back to Valparaiso?

If the only two options available are:

Option A: K-2 at Ceresco and 3-6 at Valparaiso, OR

Option B: K-5 at each site as currently with all 6th back at Valparaiso

Which of these two options would you choose?

Are there any other options (that don't include new construction) that you think we need to consider?

10. New Business

- 10.1. Discuss, Consider and Take Necessary Action to approve a request for early graduation
- 10.2. Discuss, Consider and Take Necessary Action to approve snow removal bids
- 10.3. Discuss, Consider and Take Necessary Action to Approve Substitute(s)
- 10.4. Discuss and Consider Non-Certificated Staff Members
- 10.5. Discuss, Consider and Take Necessary Action to Approve Raymond Central Educational Foundation Member
- 10.6. Discuss, Consider and Take Necessary Action to approve multiple policies as amended in series 4000 Personnel

Policy	Number	Legal Counsel Changes
General Personnel Policies and Policies Applicable to All Personnel		
Recruitment and Selection	4001	Added last paragraph. The last paragraph makes sense.
Equal Opportunity Employment	4002	
Anti-discrimination, Anti-harassment and Anti-retaliation	4003	
Notice of Nondiscrimination	4003A	
Complaint Form	4003B	
Duty Hours of Employees	4004	Delete #2, changes to #3 (teacher lunch), Make the changes to make it consistent with current practice.
Absence of Employees	4005	
Absence From Building	4006	
From US Dept of Labor Website - FMLA Forms - This is information on each form and when to use		
Family and Medical Leave Policy	4007	
FMLA Forms 0 - Cover	4007	RC does not have this one. Add this form.
FMLA Forms 1 - Application for Leave	4007	RC does not have this one. Add this form.
FMLA Forms 2A - Notice of Eligibility	4007	
FMLA Forms 3 - Designation Notice	4007	
FMLA Forms 4 - Certification of Health Care Provider for Employee	4007	RC does not have this one. Add this form.
FMLA Forms 5 - Certification of Health Care Provider for Family Members	4007	
FMLA Forms 6 - Certification of Qualifying Exigency for Military Family Leave	4007	
FMLA Forms 7 - Family Military Leave Certification for Serious Injury	4007	
Adoption Leave	4008	
Drug and Substance Use and Abuse	4009	changed shall to 'may'
Applicant's Consent to Obtain Past Drug and Alcohol Test Results	Doc 1	
Applicant's Certification of Past Drug and Alcohol Test Results	Doc 2	RC does not have this one
Request for Past Test Results	Doc 3	
Report of Past Drug and/or Alcohol Test Results	Doc 4	
Work for Hire	4010	RC does not have this one and recommend adding it.
Bloodborne Pathogen Compliance Plan	4011	
Infectious Diseases	4012	
Personnel Files	4013	
Receiving Agents, Salespersons, and Other Business Representatives	4014	
Unauthorized Purchases	4015	
Use of School Facilities and Equipment by School Employees	4016	
Activity Passes	4017	
Community Relations – Political Activity	4018	
Fair Labor Standards Act (Minimum Wage and Overtime)	4019	explain exempt and non-exempt and salaried basis/ also highlighted
Shredding Consumer Reports	4020	
Social Security Numbers	4021	
Military and Family Military Leave	4022	Added last paragraph and a few words.

Policy	Number	Legal Counsel Changes
Application for Leave Under The Family Military Leave Act	4022A	
Notification of Arrest/Criminal Charges, Certificate/License or Child Abuse Complaints	4023	
Wage and Deduction Information	4024	
Professional Boundaries Between Employees and Students	4025	Changes-bullets and paragraphs added. Recommend these changes.
Prohibition on Aiding and Abetting Sexual Abuse	4026	Reference is different correct highlight
Workplace Privacy Policy	4027	Reference is different
Employee Fundraising	4028	
Leave for Court	4029	NEW - RC does not have this and it seems like a good policy to have.
Wage Information	4030	Reference is different
Injury Leave	4031	Reference is different
<u>Certificated Employees</u>		
Qualifications for Appointment as Teacher	4100	
Qualifications for Appointment to Administrative and Supervisory Positions	4101	
Contract	4110	
Certification	4111	
Resignations	4112	Eliminate this policy as it is covered in 4171.
Probationary Certified Employees	4120	certified and certificated, are they the same?
Permanent Certified Employees	4121	
Assignment of Duties	4130	
Agents/Tutors	4131	
Student Teachers and Pre-Student Teachers	4132	
Substitute Teachers	4133	Change this policy to be more general and responsive to annual board decisions.
Professional Growth	4140	Activities/points, additional sentences
Teacher Training	4141	
Evaluation of Teachers	4150	Added 2g
Reduction in Force Policy for Certificated Staff	4160	We have an extra sentence but it serves as a good qualifier. Keep it.
Leave of Absence	4170	Eliminate this policy
Resignation of Certificated Employees	4171	Keep this and remove 'optional' from title.
Dual Sponsorship of Activities	4180	
Standards of Ethical and Professional Performance	4190	
<u>Non-Certificated Employees</u>		
Qualifications of Non-Certificated Employees	4200	
"At Will" Employees	4201	
Hiring/Dismissal	4210	Note that the board does not need to approve hiring/resignations of noncertified
At-Will Employment Agreement	4220	
Classified Employee's Employment Agreement Regulation 4220A	4220A	Eliminate this from policy
Assignment and Transfer	4230	
Complaint Procedure	4240	
Complaint Form 4240A	4240A	I think it would be good to add this to our policies.
Bus Drivers	4250	Leave this generic so it doesn't need to be updated with each negotiations.

Policy	Number	Legal Counsel Changes
Standards of Performance for Non-Certified Employees	4260	
Classified Employee Notice of Performance Concerns	4260A	NEW - RC does not have. I would recommend not adding this. These are at-will employees and having policy lock us into a certain form for performance reporting is not to our advantage.
Staff Payments During Closure	4270	

Recruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of Raymond Central Public Schools. When a vacancy exists, the administration may consider reassignment of existing staff to fill the vacancy. When the administration determines that a vacancy cannot be appropriately filled by reassignment of existing staff, the administration is to solicit applicants by advertising or otherwise. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

Rehiring of a former employee will be contingent upon such employee having a positive performance record with the District. Terminated employees and/or employees who resigned in lieu of termination, for violating a workplace conduct rule or unsatisfactory job performance will not be eligible for rehire.

Legal Reference: Neb. Rev. Stat. § 79-501

Date of Adoption: April 20, 2009

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.

~~2. Length of School Day: The teacher workday shall be eight (8) hours, 8:00 am — 4:00 pm.~~

~~3. Teachers shall have a one half hour duty-free lunch period. As a normal daily routine, teachers who work in the same building both before and after their duty free lunch period, are to remain on the school campus during their duty free lunch period. In the event that a teacher wishes to conduct business or run other necessary errands off campus during his/her one-half hour duty-free lunch period, he/she should receive prior permission from their building administrator and notify the office upon his/her departure and return.~~

Administrators who will be absent from their building(s) should also leave word with their respective building office(s) prior to their departure. Administrators are expected to remain on the school campus during their lunch period, with exceptions for absence for meetings, appointments, and other necessary tasks to conduct their school duties.

4. All other staff shall be on duty as determined by the Superintendent.

5. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Personnel - All Employees

Family and Medical Leave Policy

The documents provided in response to the new Family Medical Leave Act (FMLA) regulations are:

- 1—FMLA Leave Application
- 2—Notice of Eligibility and Rights & Responsibilities—rolling year
- 3—Designation Notice
- 4—Certification of Health Care Provider for Employee's Serious Health Condition
- 5—Certification of Health Care Provider for Family Member's Serious Health Condition
- 6—Certification of Qualifying Exigency for Military Family Leave
- 7—Family Military Leave Certification for Serious Injury of Servicemember

**Application for Leave
Family and Medical Leave Act**

Employee Name: _____ Position: _____

Send notices to me at: _____

FMLA Leave Requested From _____

To _____

If leave is requested on an intermittent or reduced leave schedule, describe the requested leave schedule: _____
_____.

Reason for Leave Request (check and complete as appropriate):

1. ____ For birth of a son or daughter, and to care for the newborn child.
2. ____ For placement with the employee of a son or daughter for adoption or foster care.
3. ____ To care for the employee's spouse, son or daughter, or parent with a serious health condition.

Name of family member: _____

Describe reason employee needs to provide the care and the nature of the care: _____
_____.

4. ____ Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.

Briefly describe condition and job functions that employee is unable to perform: _____
_____.

5. ____ Because of a qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

Name and relationship of family member: _____

Describe the qualifying exigency: _____
_____.

6. ____ To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Name and relationship of family member: _____

Describe reason employee needs to provide the care and the nature of the care: _____
_____.

I certify that the above information given by me is correct and that I have read the foregoing and understand my rights under the FMLA.

Employee's Signature

Date

**Certification of Health Care Provider for
Employee's Serious Health Condition
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)
- (4) Employee's job title: _____ Job description (is / is not) attached.
Employee's regular work schedule: _____
Statement of the employee's essential job functions: _____

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)
Due to the condition, the patient (has been / is expected to be) incapacitated for *more than* three consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

- (6) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

- (8) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

- (9) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (was not able / is not able / will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ Date _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
<ul style="list-style-type: none">• An overnight stay in a hospital, hospice, or residential medical care facility.• Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
<p><u>Incapacity Plus Treatment:</u> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:</p> <ul style="list-style-type: none">○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
<p><u>Pregnancy:</u> Any period of incapacity due to pregnancy or for prenatal care.</p>
<p><u>Chronic Conditions:</u> Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.</p>
<p><u>Permanent or Long-term Conditions:</u> A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer’s disease or the terminal stages of cancer.</p>
<p><u>Conditions Requiring Multiple Treatments:</u> Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.</p>

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Drug and Substance Use and Abuse

It is the policy of the Raymond Central Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 - Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 - Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing ~~shall~~ **may** also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption: April 20, 2009
Date of Revision: June 15, 2022

APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, RAYMOND CENTRAL PUBLIC SCHOOL'S
COMPLIANCE POLICIES AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Raymond Central Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

A. The persons designated by Raymond Central Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

B. The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

C. The term "safety-sensitive functions" means:

1. All time waiting to be dispatched, unless the driver has been relieved from duty;
2. All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
3. All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
4. All time, other than driving time, in or upon any commercial motor vehicle;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

D. Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:

1. **Alcohol concentration.** No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.** No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.** No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.** No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

5. **Use following an accident.** No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
 6. **Refusal to submit to a required alcohol or controlled substances test.** No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
 7. **Controlled substances use.** No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
 8. **Controlled substances test.** No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- E. **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**
1. **Pre-employment testing.** Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
 2. **Post-accident testing.**
 - a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - i. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - ii. Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
 - b)
 - i. *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
 - ii. *Controlled substance tests.* Shall be administered within 32 hours following the accident.
 - c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.
 3. **Random testing.**
 - a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
 - b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
 - c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
 - d) Each driver who is notified of selection for random alcohol and/or controlled substances testing

shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

- a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
 - i. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - ii. Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

- a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
- b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.** Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

F. **The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

G. **An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

H. **A "refusal to submit" to an alcohol or controlled substance test includes:**

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily

available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows:

A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

I. The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

1. Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
2. Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

J. The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

K. Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: April 20, 2009

**APPLICANT'S CERTIFICATION OF
PAST DRUG AND ALCOHOL TEST RESULTS**

During the past two years before this application, I:

____ Did ____ Did not (check applicable blank) test positive or refuse to submit to any pre-employment drug or alcohol test administered by an employer to which I applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules.

If I did test positive or refuse to submit, then I further certify that I:

____ Did ____ Did not ____ N/A (check applicable blank) complete the return-to-duty process of the DOT agency drug and alcohol testing rules. I agree that it is my responsibility to provide the School District with documents establishing completion of such process before I may perform safety-sensitive functions for the School District.

APPLICANT CERTIFICATION

In signing below, I certify that all of the information which I have furnished on this form is true and complete. I understand that this information is material to my hiring and that my failure to provide true and complete information concerning the time period in question will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination.

Signature of Applicant

Print Name

Date

Personnel - All EmployeesIntellectual Property and Work-for-Hire

The District encourages its staff members to be creative, innovative and to engage in continued learning and advancement. These aims are intended to contribute towards each staff member's professional development, enhance the District's reputation and image among its constituents and improve student learning. However, inherent in the pursuit of advancement is the possibility that a staff member may use resources provided through the District for commercial purposes or gain. All staff members shall abide by this policy when developing, producing or otherwise creating any "Covered Work," as defined herein.

A. Covered Works

A "Covered Work" includes all intellectual property, as defined by applicable state and federal law, including, but not limited to, the following:

1. Patents;
2. Copyrights;
3. Trademarks;
4. Trade secrets;
5. All other information and data owned by the District.

These include, but are not limited to, literary, scholarly, musical, sound, audiovisual, electronic, or other computer (including hardware, software or apps) work. In the event that any state or federal law, rule or regulation is amended to include a new category of "intellectual property," such new category will be included in this policy as if set forth fully herein.

B. Ownership of Covered Work

The District owns all "Covered Works" and any other intellectual property interest created by District employees in their capacity as a District employee or created with any District-sponsored resources. Employees shall have no claim to any ownership rights in such works and shall take whatever steps necessary to comply with this policy. An employee who accepts payment or other gain for any Covered Work, without Board approval, shall be in violation of this policy and may be disciplined up to and including termination of employment.

The Board may, in its discretion, recognize a staff member who contributed to such work.

The Board reserves the right to patent, register, market, and license any of its intellectual property. The Board may allocate any proceeds generated from such activities in a manner consistent with the Board's mission.

C. Employee Resolution Process

In the event that an employee is uncertain as to whether a work is a “Covered Work,” as defined by this policy, or whether such work will be created in their capacity as a District employee or created with any District-sponsored resources, the employee should first seek clarification from the Superintendent. In the event that the Superintendent is uncertain, the Superintendent may ask the Board to adopt a determination. In the event that the Superintendent or Board conclude that the employee’s intended work will not be covered under this policy, the employee need not make any further reports or findings to the Superintendent. However, if the employee’s work changes in any way that may bring such work within the definition of “Covered Work,” the employee must consult with the Superintendent.

In the event that the Superintendent and/or Board determines that an employee’s proposed work would fall under the definition of “Covered Work,” the employee shall regularly inform the Superintendent of the work’s progress.

Employees are strongly encouraged to secure pre-approval before attempting to create or produce any work.

Legal Reference: 17 U.S.C. Sec. 101, et seq
Neb. Rev. Stat. Sec. 87-126, et seq

Date of Adoption: [Insert Date]

Personnel - All Employees**Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees **requesting military leave** must notify the Superintendent as soon as they receive notification of activation. Employees **must** attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave **under the Nebraska statutes** must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. §§ 455-160 to 55-166 and LB 497
38 USC Sections 4301 to 4333

Date of Adoption: April 20, 2009

Personnel - All Employees**Professional Boundaries Between Employees and Students**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student **on social networking sites**. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. **Employees shall not friend or follow students on any social networking site.**
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- **Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.**

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Date of Adoption: September 14, 2016

Prohibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: ~~ESSA Sec. 8038, § 8546~~ 20 USCS § 7926

Date of Adoption: August 10, 2016

Workplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
 - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
 - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
 - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: ~~Laws 2016, LB 821~~ Nebraska Revised Statutes Sections 48-3501 to 48-3511

Date of Adoption: April 20, 2009

Personnel - All EmployeesLeave for CourtA. Jury Duty

In the event that a District employee receives notice that he or she may be required to serve on a jury, the employee shall notify as soon as possible the building principal of the potential jury duty day(s). In doing so, the employee must provide a copy of the jury summons or notification from the court. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee serves on the jury, such as lesson planning for a substitute teacher.

In the event that a District employee is selected for jury duty, the employee shall immediately notify the building principal. For any day that the employee actually serves on the jury, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned that day and the amount that the employee receives as payment for jury service. An employee who serves on a jury will not be required to use or lose any available leave days in order to serve on the jury.

In the event that a District employee is not selected for jury duty, then such employee shall immediately notify the building principal and report to work as scheduled.

B. Subpoenas

In the event that a District employee is subpoenaed as a witness in a legal matter **related to their district duties**, the District will accommodate the employee's leave, as long as the employee provides reasonable advanced notice to the building principal. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee is absent, such as lesson planning for a substitute teacher. For any hours that the employee testifies in a legal proceeding during a regularly scheduled work day, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned and the amount that the employee receives for testifying as a witness. An employee who misses work to testify will not be required to use or lose any available leave days in order to testify. An employee will not lose any other benefits (such as health insurance) for serving on a jury.

Notwithstanding anything to the contrary in this policy, if a District employee is either (1) a party to a legal matter or (2) subpoenaed as a witness in a legal matter in which the employee has a personal interest, then the employee will not be paid by the District for any such absence, unless the employee uses available paid leave and such leave is approved in advance by the Superintendent. Legal matters that involve an employee's personal interest may include criminal proceedings (including traffic citations) against the employee, divorce or family law proceedings involving the employee or a member of the employee's family, or civil disputes between the employee and a third party; however, the Superintendent shall have the final say on whether an employee has a personal interest in the legal matter at issue.

C. Subject to Negotiated Agreement

In the event that any provision(s) of this policy conflict with the applicable negotiated agreement, then such provision(s) of this policy will be disregarded and the negotiated agreement will control it.

Legal Reference: Neb. Rev. Stat. Sections 25-1223 & 25-1640

Date of Adoption: [Insert Date]

Wage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: ~~LB-217 (2019)~~ Neb. Rev. Stat. § 48-1114

Date of Adoption: July 8, 2019

Injury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Legal Reference: ~~LB-1186 (2020)~~ Neb. Rev. Stat. § 48-1114

Date of Adoption: November 11, 2020

Eliminate this Policy as it is covered in 4170.

Resignations

Resignations shall be in writing and directed to the Superintendent of Schools and referred by him/her to the Board of Education with a recommendation for approval. Teacher resignations will not be approved on or after June 1st for the upcoming school year until a suitable replacement has accepted a contract.

Date of Adoption: July 20, 2009

Substitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set annually by the Board of Education. ~~An established rate will be paid to a substitute employee on duty for the first ten (10) consecutive school days, a rate increase will be paid to a substitute employee beginning on day eleven (11) when it is consecutive to the previous 10 days, and an additional rate increase will be paid to a substitute employee beginning on day twenty one (21) when it is consecutive to the previous 20 days.~~ Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent or his designee shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. § 79-808

Date of Adoption: April 20, 2009

Date of Revision: June 15, 2022

Professional Growth**Required Professional Growth Activities**

Every six years the teachers in the Raymond Central Public Schools system shall give evidence of professional growth as is approved by the School Board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the School Board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and ends it on August 31, six years later. The beginning of the seventh year **after tenure starts** the second six year period **begins**.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the Superintendent and Principal. The application, together with substantiating evidence that the work has been completed, shall be given to the Principal's Office. After the Professional Growth Committee has considered the application, then reviewed and signed by the Superintendent, notice will be sent to the applicant of the approval or non-approval. After all parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than 24 professional growth points in a six year period and have these recorded on their record if they so request this to the Superintendent or Principal. **All graduate level courses need to be approved as professional growth by the superintendent prior to registering for those classes. Conferences and workshops can be approved as they become available for staff.**

Professional Growth Committee - **A committee made up of one administrator selected by the Superintendent and four teachers (two elementary, one junior high and one senior high) selected by the R.C.E.A. shall constitute the Professional Growth Committee. The purpose of the committee shall be to review applications for professional growth and make recommendations of the activities submitted.**

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Legal Reference: Nev. Rev. Stat. § 79-830

Date of Adoption: November 13, 2019

RAYMOND CENTRAL PUBLIC SCHOOL PROFESSIONAL GROWTH FORM

Each professional employee shall secure 24 professional growth credits within each six year period of employment by the district.

1. Formal Classwork:	
a. College Credit (1 semester hour)	5 Points
b. Auditing Master Level College Course (1 semester hour)	5 Points
c. Non-credit Adult Class related to education (9 clock hours)	5 Points
2. Professional Meetings and Activities:	
a. Conferences and Conventions (1 day or 6 hours)	1.5 Points
b. In-service Workshops (½ day or 4 hours) / PLC Attendance	1 Point
c. System-Wide Committees (9 clock hours)	1 Point
d. Service on professional committees, directed by recognized professional educational organizations (1 day)	1 Point
e. Service on District Curriculum Committees (½ day)	1 Point
f. School Visitations (1 day)	1 Point
g. Supervising Student Teachers	2 Points
3. Credit for Other Activities:	
a. Innovation projects, research and publication	30 Points
b. Educational Travel 1-8 days (1 day)	1 Point
c. Membership in Professional Organizations (1 year)	1 Point
d. Service appointive or elective officer of Professional Organization (1 year)	6 Points
e. Post-Secondary Teaching (1 class)	4 Points
f. Other activity as approved	Committee approval

Form to be completed by Raymond Central Public-School employees at the end of the school year.

Teacher's Name: _____ School Year: _____

Date	Description of Professional Growth Activity	Location	Total Points
Total Points Earned			

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another 1/2 point.

All applications eligible for consideration must be turned into the superintendent's office during the six year growth period of time.

Chairperson Approval Signature: _____ Superintendent Approval Signature: _____

Evaluation of Teachers

These evaluation procedures are applicable to certificated staff (teachers). Administrators are not covered by this evaluation policy.

1. Communication of Evaluation Process.

Annual written communication of the evaluation process to those being evaluated shall be made by ~~distributing~~ providing a copy of the evaluation instrument to the certificated staff at the beginning of each school year.

2. Duration and frequency of observations and written evaluations

The duration and frequency of observations and written evaluations for probationary and permanent (tenured) teachers are to be as follows:

a. Probationary Teachers.

- i. Formal observations of probationary teachers shall be based upon actual classroom observations for an entire instructional period.
- ii. Probationary teachers shall be formally observed and evaluated at least once each semester.
- iii. The responsible evaluator is expected to complete the second semester evaluations of probationary teachers prior to April 15 of each year.

b. Permanent Teachers.

- i. Formal observations and evaluations of permanent teachers are to be based upon actual classroom observations for an entire instructional period.
- ii. Permanent teachers are to be formally observed and evaluated at least once in a three year cycle.

c. Teachers' Responsibility. Teachers are expected to inform the responsible evaluator of instructional periods that would be conducive to an evaluation and to make themselves readily available for evaluations. In the event the responsible evaluator has not initiated the evaluation process nearing the time within which an evaluation is required to be completed, the teacher has the responsibility to notify the responsible evaluator such that the evaluation can be completed when due.

d. Failure to Complete Evaluations. Permanent teachers do not attain permanent teacher rights through a failure to complete evaluations with the designated duration and frequency.

e. Informal Observations and Evaluations. Informal observations and evaluations may be conducted as the administration determines to be appropriate.

f. Additional Observations and Evaluations. The duration and frequency of observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the teacher or at the discretion of the evaluator.

g. Evaluation Conference. The evaluator is expected to meet with each teacher within five school days of the formal observation to address the observation and any concerns observed during said observation. The evaluator may need to meet with a teacher more frequently if the evaluator determines that follow-up conferences would benefit the teacher.

3. Evaluation Criteria

Teachers shall be evaluated based upon the following district-defined evaluation criteria:

- Instruction, which includes:
 - Instructional Process
 - Instructional Climate, which includes Classroom Organization and Management
- Professionalism, which includes:
 - Professional Conduct
 - Personal Conduct
- Improvement, which includes:
 - Teaching Improvement
 - School Improvement

The descriptors set forth in the evaluation instrument approved by the board of education set forth the specific district-defined criterion within each of the foregoing criteria areas.

In preparing summative evaluations, evaluators are to consider not only the formal observations conducted, but also informal observations and other relevant information concerning the performance of the teacher in each of the evaluation criteria.

4. Communication of Deficiencies

The evaluation process shall include written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement.

As professionals, teachers may be assigned responsibility to provide suggestions for improvement plans or job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, teachers shall have the duty to comply with such plans. Teachers are expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

5. Teacher Responses to Evaluations

Teachers shall be provided seven calendar days from receipt of an evaluation in which to give a written response to the evaluation.

6. Plan for Training Evaluators

All evaluators shall possess a valid Nebraska Administrator's Certificate and be trained to use the evaluation system used in the District. Training sessions in the use of the District's teacher evaluation system will be provided by the Superintendent or designee to all evaluators prior to their participation in teacher evaluations. Refresher training is to be conducted as the Superintendent determines to be needed.

Legal Reference: Neb. Rev. Stat. § 79-828 (Evaluation of Probationary Teachers)
NDE Rule 10

Date of Adoption: April 20, 2009

Eliminate this policy**Leave of Absence**

After a minimum of **five (5) consecutive** years of employment in Raymond Central Public Schools, a teacher may apply for a one-year leave of absence. Criteria to be considered by the superintendent in recommending approval or denial of a request include:

- no more than one Elementary teacher and no more than one Secondary teacher may be on leave during the same year. If more than one request is received from the Elementary or Secondary, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the school district, and seniority;
- requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1;
- a qualified replacement must be found before the leave is approved;
- no salary or benefits will be paid to the teacher by the district during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier; the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
- a teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;
- a teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement; and
- a teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

Date of Adoption: April 20, 2009

Resignation of Certificated Employees

Certificated employees are encouraged to notify their immediate supervisor of their plans to resign as soon as practicable. The Board of Education will generally accept all tendered resignations, effective at the end of the current school year, submitted prior to March 15th.

The Board delegates to the Superintendent the authority to formally ask certificated employees in writing whether they intend to accept employment with the District for the following school year. The Superintendent shall give employees a deadline to respond to such requests, so long as the deadline occurs after March 14th. Any employee who fails to respond or declines to accept employment for the following school year may be terminated from employment if they refuse to resign.

The Superintendent is further authorized to file a complaint with the Professional Practices Commission for any teacher who abrogates their contract with the District.

Notwithstanding anything to the contrary herein, the Board is not obligated to accept or reject any tendered resignation if the employee is involved in a disciplinary matter or for any other reason that the Board deems to be in the best interest of the District.

Legal Reference: Neb. Rev. Stat. § 79-829

Date of Adoption: [Insert Date]

Eliminate this from policy

**CLASSIFIED EMPLOYEE'S
EMPLOYMENT AGREEMENT**

This Employment Agreement is entered into between Raymond Central Public Schools, hereinafter referred to as the "District," and _____, hereinafter referred to as the Employee.

WITNESSETH: The District hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment on the following terms and conditions:

Section 1. Term of Contract. The term of this contract shall be determined by the Superintendent. The contract and employment is on an "at will" basis and may be earlier terminated pursuant to Section 4. The contract may be extended for like periods by written agreement.

Section 2. Compensation and Benefits.

- a. Salary Worksheet. Employee shall be paid a salary and benefits in accordance with the Salary Worksheet attached hereto and incorporated by this reference. Salary shall be payable in twelve equal installments on the regular payroll date each month.
- b. Leaves. Vacation leave days are earned on a proportionate basis throughout the year (for example, if the District provides 12 days per year, one day is available each month); the District may permit advance leave days to be taken in its discretion. Unused leave does not carry forward from one year to another. There shall be no pay in lieu of unused leave.
- c. Deductions. The Employee authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee, (due to negligence) or the value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment.
- d. State Retirement. This employment is subject to provisions of the School Employees State Retirement Act.
- e. FLSA Exemption: Employee is Exempt ____ Not Exempt ____ (check as applicable) under the FLSA guidelines. Employee agrees that this overtime-exempt determination is accurate.

Section 3. Duties of Employee.

- a. Position. Employee is employed in the position of _____.
- b. Duties. The duties of the Employee shall include such duties as may be set forth in the applicable job description for the position, the policies of the Board of Education, and as are assigned by the Superintendent and by the Employee's supervisor. The Employee agrees to perform the duties faithfully and to the best of the Employee's ability.
- c. Board Policies. The Employee shall comply with the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The Employee agrees that the policies of the Board of Education and rules and regulations of the district may be changed at any time, with or without notice to the Employee.
- d. Duty Hours. The days and hours of employment shall be as assigned by the Superintendent. The total days/hours will be reduced due to shortened days (late start or early dismissal), or any other school day cancellations, i.e. (snow day, loss of utilities) or at the discretion of the administration. Regular, dependable attendance is an essential function of the Employee's position.
- e. Assignment. The Employee may be assigned to different positions and duties and in such event the Board shall retain the discretion to adjust the salary and benefits commensurate with such changed position or duties.

Section 4. Termination of Employment.

- a. Termination by District. This agreement creates no property right in continued employment. It may be terminated by the District, with or without cause or hearing, upon giving two (2) calendar weeks notice or

pay in lieu of notice, provided that in the event of just cause for termination, no notice or pay in lieu of notice shall be required.

- b. Termination by Employee. In the event of Employee submits a resignation or otherwise terminates the agreement prior to July 31, 20__ (or prior to an extended term entered into between the District and the Employee), the resignation shall not become effective until approval by the Board which, unless waived by Board action, shall be subject to the condition that Employee give a two-week notice of contract termination.
- c. Compensation upon Termination. Upon termination, the compensation to be paid shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of termination bears to the twelve months in the annual salary period in which termination occurs. (In the event salary is fixed on a period other than twelve months, the same proration method shall be used for the period over which the salary has been fixed). Any portion of compensation, whether in the form of salary or benefits, paid or provided but not earned prior to termination, shall be refunded to the District by the Employee. The Employee authorizes a set-off from compensation for any damages due the District from the Employee for reason of liquidated damages or otherwise.

Section 5. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Section 6. Entirety of Agreement and Amendments. This Employment Agreement constitutes the entire agreement and no representations, promises, agreements or undertakings made by or on behalf of the District, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent or the Board of Education.

Executed this ___ day of _____, 20__. _____ Employee	Executed this ___ day of _____, 20__. Raymond Central Public Schools By: _____ Superintendent or other Authorized Official
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SALARY WORKSHEET

Employee Name:	Assignment:
Placement:	Days Per Year*:
Hours Per Day:	Yearly Fringe Benefit: \$
Fringe Benefit: \$	Yearly Salary: \$
Hourly Salary: \$	Extra Duty:
Extra Wage: \$	

*FLSA-Exempt Employees: If Employee is FLSA-exempt, it is understood that there shall be no pay for days or hours worked in excess of that listed absent a written, Board approved agreement for such work. Employee agrees that Employee (initial as appropriate):

___ Executive Exemption: Employee’s duties include the primary duty of the management of a recognized department or subdivision and customarily and regularly directing the work of other employees (2.0 FTE or more). Employee’s recommendations as to hiring, firing, promotion or other change of status of other employees are to be given particular weight.

___ Administrative Exemption: Employee’s duties include the primary duty of performing office or non-manual work directly related to the management policies or general business operations of the employer or the employer’s customers and Employee customarily and regularly exercises discretion and independent judgment; or Employee’s duties include the primary duty of performing administrative functions directly related to academic instruction or training.

Income Summary	
Monthly Salary:	\$
Monthly Fringe:	\$
Total Salary Available:	\$
Deductions	
Cancer Insurance:	\$
Blue Cross Blue Shield	\$
Guardian Life Insurance	\$
SelectFlex	\$
Savings Bond	\$
Annuities	\$
United Way	\$
Credit Union	\$
Direct Deposit	\$

Please use this worksheet to make any changes in your deductions. Salary Reduction Agreements are required to make changes to annuities. As an employee of the Raymond Central Public Schools, I voluntarily authorize the above deductions effective on the signed date.

_____ Employee	Date: _____, 20__.
_____ Superintendent	Date: _____, 20__.

Personnel - Non-Certificated Employees

Complaint Form

This complaint form is to be used when a non-certificated employee of Raymond Central Public Schools has a personal complaint related to his/her employment. The initial step for such a complaint is to have a conference with the school principal or with the supervisory officer directly in charge. That step may be undertaken informally, without completing this form.

This form is to be completed if the employee is dissatisfied with the outcome at the initial step and wishes to have his/her complaint reviewed at the next level.

Date: _____

Name: _____

(1) Description of the complaint:

_____.

(2) Names of any witnesses to the matter being complained about:

_____.

(3) Identify and attach any material supporting the complaint:

_____.

(4) Date of the personal conference with the principal or supervisory officer: _____.

(5) Response given by principal or supervisory officer to the employee's complaint:

_____.

(6) Relief requested (what I want done in response to this complaint):

_____.

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

Received by: _____ Signature: _____
Date: _____

Bus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

~~Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive seven (7) days sick leave per year accumulative up to 28 days (based on the regular route working hours per day, exp. 1 ½ hrs am + 1 ½ hrs pm = 1 day of sick leave). Bus drivers are entitled to none of the insurance benefits.~~

Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive sick leave and personal leave as established by the board annually. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly salary range rate established annually by the Board for school activity and field trips.

Activity Trips

Bus Drivers are paid at an activity rate that is established annually by the Board of Education. When a regular route driver is not able to drive their regular route due to driving for an activity trip. The driver will receive their regular route rate for the route hours missed. The remaining hours of the activity trip will be paid out at the activity pay rate.

Legal Reference: Neb. Rev. Stat. § 79-608
NDE Rules 91 and 92

Date of Adoption: April 20, 2009

Do not add

**Classified Employee Notice of Performance Concerns
[Name] Public Schools**

Employee	Date of Review
Location	Position

CONCERNS: Check appropriate items(s)

<input type="checkbox"/> Knowledge and performance of job	<input type="checkbox"/> Failure to follow policies
<input type="checkbox"/> Attendance	<input type="checkbox"/> Ability to work cooperatively with others
<input type="checkbox"/> Punctuality	<input type="checkbox"/> Failure to exhibit appropriate judgment and tact
<input type="checkbox"/> Neglect of Duty	<input type="checkbox"/> Other

Description of Incident including date(s) of occurrence:
Recommendations for Improvement:

Supervisor Date

* _____
Employee Date

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

Original to file; copies to Employee, Supervisor

10.7. Discuss and Consider the review of Board Policies with no changes in series 4000
Personnel be noted with review date of October 11, 2023

Equal Opportunity Employment

It is the policy of Raymond Central Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, 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, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, 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.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: April 20, 2009

Date of Revision: July 15, 2020

NOTICE OF NONDISCRIMINATION

The Raymond Central Public School District does 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principals

Employees and Others: Superintendent

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Raymond Central Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Raymond Central Public Schools does 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principal

Employees and Others: Superintendent

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. **Purpose:** The Raymond Central Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, 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, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and

other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of 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, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. **Anti-retaliation:** The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. **Grievance (or Complaint) Procedures:** Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. 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 may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance 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 District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include:
 - 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.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. 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.

The District will send concurrently to the parties written notification of the decision (findings

and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. **Confidentiality:** The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. **Training:** The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how

to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. **Designated Compliance Coordinators** will be responsible for:
- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
 - b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
 - c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
 - d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
 - e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
 - f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
 - g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
 - h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
 - i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
 - j. Recommending changes to this policy and grievance procedure.
 - k. Performing other duties as assigned.
7. **Preventive Measures:** The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

Commented [1]: Training for all staff in regards to anti-discrimination, anti-harassment is done with an online module. The various coordinators are also given online training that was developed by our legal counsel. They also attend various workshops such as the one coming up in October.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-

retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

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: August 15, 2011
Date of Revision: June 16, 2021

COMPLAINT FORM
Discrimination, Harassment or Retaliation

The Raymond Central Public School District does 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Building Principal

Employees and Others: Superintendent

Name: _____ Date: _____

(1) Description of the complaint:

(2) Names of any witnesses to the matter being complained about:

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I ___do ___do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature:

Received by: _____ Date: _____

Absence of Employees

1. An employee who finds it necessary to be absent from duty shall notify the office of the employee's immediate supervisor in advance of such absence and give (1) the reason for the absence; and, (2) the anticipated length of absence.
2. Employees requesting leave in order to perform other duties for which they will be compensated (court duty, consulting, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed.
3. Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies or law.
4. A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

Date of Adoption: April 20, 2009

Absence From Building

1. Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent. Employees shall check out of the building whenever absent during the day.
2. Employees may be excused from the building for periods not to exceed thirty (30) minutes with the approval of their immediate superior officer or Superintendent for matters of personal business which cannot be completed after regular school hours. Personal absence leave forms shall be completed in the event the absence from the building exceeds 30 minutes.

Date of Adoption: April 20, 2009

Family and Medical Leave Policy

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The “leave year” for purposes of the FMLA shall be a “rolling” twelve-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent’s designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee’s serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An “equivalent position” for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Legal Reference: 29 USC §§ 2611 to 2618
29 CFR Part 82

Date of Adoption: April 20, 2009

Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

Legal Reference: Neb. Rev. Stat. § 48-234

Date of Adoption: April 20, 2009

**7 APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, _____ [insert applicant's name], understand that as a condition of hire with Raymond Central Public Schools ("School District") I must give the School District written Consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
- ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
- iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

Signature of Applicant	Print Name	Date
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REQUEST FOR PAST TEST RESULTS

To: _____ *[Insert name of previous employer]*

From: _____ *[Insert name and title of school representative]*

Subject: Request to obtain past drug and alcohol test results

Date: _____ *[Insert date]*

_____ *[Insert applicant's name]* has advised us that he/she " worked for your company as a driver or that he/she " applied to your company for work as a driver, during the previous two (2) years.

Regulations of the Department of Transportation (DOT) (49 C.F.R. § 40.25) require us to obtain from your company, and **require your company to provide** to us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with DOT's regulations, therefore, we are providing you with the driver's written consent directing your company to provide us with the past drug and alcohol testing results, as set forth in the consent. A Report form to provide the requested information is also enclosed for your convenience.

Please send this information to:

Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428-9783

as soon as possible, either by facsimile (FAX # (402) 785-2097 or by mail. As required by the DOT, the information which you furnish will be treated as strictly confidential.

Enclosures:

Document No. 1. Applicant's Consent to Obtain Past Drug and Alcohol Test Results.

Document No. 4. Report of Past Drug and Alcohol Test Results.

REPORT OF PAST DRUG AND/OR ALCOHOL TEST RESULTS

To: Raymond Central Public Schools ("School District")

From: _____ [Insert name of Company submitting results]

Re: _____ [Insert Driver/Applicant's name]
 _____ [Insert Driver/Applicant's Social Security Number]
 _____ to _____ [Insert "Relevant 2 Year Period" dates]

In accordance with the DOT regulations, School District's request, and the Driver/Applicant's Consent, the Company reports the following results of drug and alcohol tests conducted on the above named Driver/Applicant by this Company during the above designated "Relevant 2 Year Period."

(i) Past Alcohol Test Results: " No alcohol tests conducted during relevant period
 Date of Test: _____ " 0.04 or greater " Negative " Refused to be tested
 Date of Test: _____ " 0.04 or greater " Negative " Refused to be tested

(ii) Past Drug Test Results: " No drug test conducted during relevant period
 Date of Test: _____ " 0.04 or greater " Negative " Refused to be tested
 Date of Test: _____ " 0.04 or greater " Negative " Refused to be tested

(iii) Refusals to Submit: (Note: Refusals to submit include verified adulterated or substituted drug tests)
 No refusal to submit to drug and/or alcohol test during relevant period
 Refusal to submit to drug and/or alcohol test during relevant period, on the following dates:
 Date of Refusal: _____ Nature of Refusal: _____
 Date of Refusal: _____ Nature of Refusal: _____

(iv) Any Other Violations of DOT Agency Drug and/or Alcohol Testing Regulations:
 No such violations during period specified
 Violations occurred during relevant period, on the following dates:
 Date of Violation: _____ Nature of Violation: _____
 Date of Violation: _____ Nature of Violation: _____

(v) Completion of DOT Return-to-Duty Requirements, including follow-up tests:
 " Not Applicable, no violations occurred during period specified
 Not Applicable, violation(s) occurred during period specified, but Company has no record of successful completion of return-to-duty requirements
 Documents are attached; violation(s) occurred during period specified, and Employee successfully completed return-to-duty requirements

 Date

 Name of person completing form (type/print)

 Title (type/print)

Bloodborne Pathogen Compliance Plan**A. Procedures for Control of Communicable Diseases.**

The School District shall cooperate with county and state health departments in developing procedures for the control of communicable disease in School District programs and activities. Procedures shall conform to the regulations for communicable disease control set up by the state health department. The Superintendent or designee shall establish an exposure control plan in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard.

B. Students

1. **Contagious and Infectious Diseases.** Contagious and infectious diseases subject to this part include those diseases regulated by the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control (173 NAC 3). A student showing any signs or symptoms of a contagious or infectious disease will be excluded from attending Raymond Central Public Schools or programs in accordance with the Contagious and Infectious Disease Chart attached to those regulations and not be allowed to return until the minimum isolation period has elapsed, and all signs or symptoms of illness have disappeared in accordance with the Chart. Students with contagious or infectious diseases or conditions other than those listed in the Chart will be subject to exclusion until the student's physician gives a written statement that the disease or condition is not in a communicable stage or there is minimal risk of transmission to others in a school program setting.
2. **Bloodborne Pathogen Communicable Diseases.** Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). A student with such a disease shall not be excluded or be subject to different treatment concerning services or participation in activities in the absence of an individualized determination that exclusion or modifications are appropriate because the student's condition poses an imminent threat to the health or the safety of others in the School District or program community. Such a determination shall be made by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers are to consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

In making such a determination, the following factors will be evaluated: (1) the nature of the disease; (2) the age of the student; (3) the behavior of the student; (4) the neurological development of the student; (5) the physical condition of the student; (6) the expected type of interaction which the student will have with other individuals in the proposed placement setting; (7) the degree to which other individuals may be exposed to infectious organisms; (8) the hygienic practices of the student; (9) the risk of transmission of the disease from the student to those individuals with whom the student will interact; and (10) any other pertinent factor reasonably related to the decision.

3. **Reporting.** Employees who become aware that a student has been diagnosed with or is suspected of having a reportable disease shall immediately inform the Superintendent or designee, who shall notify the appropriate Superintendent of the school in which the student is enrolled and make a report to the Board of Health where required by law.

C. Employees

1. Contagious and Infectious Diseases. When an employee has a contagious or infectious disease which is in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence reporting procedures. Employees should in general follow the same guidelines for absence from work as a student is to follow under the guidelines of the Contagious and Infectious Disease Chart of the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control. Prior to returning to work, employees shall upon request submit a physician's written statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.
2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.

D. General Provisions

1. No Discrimination or Harassment. No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease.
2. Privacy. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student or other employee. Violation of medical privacy may be cause for disciplinary action against the employee, including possible termination.

No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than School District employees or agents who have a need to know of the circumstance, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records. All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

All health records, notes, and other documents that reference a student's bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. Infection Control. All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of The School District established in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate

educational goals and to comply with employees' right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

5. Staff Development. The Superintendent or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about School District policies.

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. § 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. § 12101 et seq.; 28 CFR § 35.101 et seq.
Rehabilitation Act of 1973, Section 504-29 U.S.C. § 791, et seq.; 34 CFR § 104, et seq.
Nebraska Fair Employment Practices Act-§§ 48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: April 20, 2009.

Infectious Diseases

In the event that a student, employee, or other person in frequent contact with students, employees or others present in Raymond Central Public Schools contracts an infectious disease, the determination of whether that person should be permitted to remain on duty, attend school or participate in school activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

- (1) The behavior, neurological development, and physical condition of the student;
- (2) The expected type of interaction with others in the school setting;
- (3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the school shall be based on scientific and medical evidence.

When it is determined that an infected student poses an imminent threat to the health and safety of the school community or that the student's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of the Communicable and Infectious Disease policies shall be implemented, providing for the exclusion of that student.

Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the school system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. § 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. § 12101 et seq.; 28 CFR § 35.101 et seq.
Rehabilitation Act of 1973, Section 504-29 U.S.C. § 791, et seq.; 34 CFR § 104, et seq.
Nebraska Fair Employment Practices Act-§§ 48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: April 20, 2009

Personnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: Neb. Rev. Stat. §§ 79-539; 79-8,109

Date of Adoption: April 20, 2009

Receiving Agents, Salespersons, and Other Business Representatives

No school employee shall visit with or discuss business matters of a personal nature with any sales representative during the hours the employee is on duty in the school, except by special permission of the Superintendent or building principal.

Any agent or business representative calling on school personnel about school matters, such as, textbooks, publication of the school annual, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the Superintendent or building principal and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives.

Legal Reference: Neb. Rev. Stat. § 79-8,100

Date of Adoption: April 20, 2009

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

Date of Adoption: April 20, 2009

Use of School Facilities and Equipment by School Employees

The Superintendent may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy No. 1100.

School vehicles shall not be available for personal use.

Date of Adoption: April 20, 2009

Activity Passes

All employees and Board of Education members of Raymond Central Public Schools may be given an activity pass which will admit the employee and Board of Education member and spouse to school activities. The activity pass may be used only by the person whose name appears on the pass.

Date of Adoption: April 20, 2009

Community Relations—Political Activity

The Board requires that staff members who desire to seek public office or to engage in other political activity likely to interfere with their normal work requirements seek prior Board approval.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes.

1. Their position, whether as an instructor or as a leader or supervisor of other employees;
2. Classrooms, buildings or facilities;
3. Students; or
4. School equipment, materials or mailing systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the district. The restrictions also do not apply to the distribution of employee association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Date of Adoption: April 20, 2009

Fair Labor Standards Act (Minimum Wage & Overtime)

Work week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

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

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

Legal Reference: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.;
29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Date of Adoption: April 20, 2009

Shredding Consumer Reports

It is the policy of Raymond Central Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports.¹ A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

- (1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverizing such papers are also options where appropriate.
- (2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- (3) After due diligence,² entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

Date of Adoption: April 20, 2009

¹ "The term 'consumer report' means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for . . . (B) employment purposes." Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

² The FTC rule states: "In this context, due diligence could include reviewing an independent audit of the disposal company's operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company's information security policies or procedures, or taking other appropriate measures to determine the competency and integrity of the potential disposal company."

Social Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for District meetings.
 - d. In files with unrestricted access within the District.
 - e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's co-workers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Legal Reference: Neb. Rev. Stat. § 48-287
5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: April 20, 2009

**APPLICATION FOR LEAVE UNDER THE
FAMILY MILITARY LEAVE ACT**

EMPLOYEE _____ POSITION _____

LEAVE REQUESTED: I request to take a family military leave.

Start Date _____ End Date _____

SPOUSE OR CHILD DEPLOYED: _____ [Insert Full Name]
is: ___My Spouse ___My Child (*Check One*) and has been called to military service lasting 179 days or longer with the state or United States pursuant to the orders of the ___ Governor or the ___ President of the United States. The dates the deployment orders are in effect are:

Start Date _____ End Date _____

CERTIFICATION: I certify that the above information is correct. I understand that the family military leave is unpaid. I understand that my benefits will be continued. I will be responsible for my share of health or other insurance premiums. I will on request submit certification from the proper military authority to verify eligibility for the family medical leave.

DATED this _____ day of _____, 20____.

By: _____
Employee

ACTION ON FAMILY MILITARY LEAVE REQUEST

Your leave request is:

- _____ Granted
- _____ Pending. Will be acted on after you submit certification from the proper military authority to verify the deployment orders.
- _____ Denied for the reason(s) that:
 - _____ You failed to give the required advance notice.
 - _____ The requested leave schedule would unduly disrupt operations of the school. Please contact me to consult about alternative scheduling.
 - _____ You are not eligible for family military leave.

Comments: _____

DATED this _____ day of _____, 20____.

By: _____
Superintendent

Notification of Arrest or Criminal Charges, Certificate or License or Child Abuse Complaints

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Date of Adoption: April 20, 2009

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. § 48-1230

Date of Adoption: July 19, 2010

Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowdfunding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Qualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. § 79-801 et. seq.

Date of Adoption: April 20, 2009

Qualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in educational supervision and administration from an accredited or approved college or university and have a current Administrative and supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. § 79-801 et. seq.

Date of Adoption: April 20, 2009

Contract

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow, closely, the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

Legal Reference: Neb. Rev. Stat. § 79-817
Neb. Rev. Stat. § 79-818
Neb. Rev. Stat. § 79-819

Date of Adoption: April 20, 2009

Certification

Each certificated staff member shall hold at all times a valid Nebraska teaching or administrative certificate.

Legal Reference: Neb. Rev. Stat. § 79-802

Date of Adoption: April 20, 2009

Probationary Certified Employees

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. § 79-824

Date of Adoption: April 20, 2009

Permanent Certified Employees

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. § 79-824

Date of Adoption: April 20, 2009

Assignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Legal Reference: Neb. Rev. Stat. § 79-839

Date of Adoption: April 20, 2009

Agents/Tutors

Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or
2. in a facility owned or under the control of the District; or
3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Legal Reference: NDE Rule 27, §§ 27.402E, 27.403F and 27.404B

Date of Adoption: April 20, 2009

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

Date of Adoption: April 20, 2009

Teacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

Date of Adoption: April 20, 2009

Reduction in Force Policy for Certificated Staff

Reductions-in-force of certificated staff members may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be recalled **and placed on the salary scheduled at the point when reduction-in-force was initiated and** on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a

copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such an offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Date of Adoption: April 20, 2009

Dual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district. Should two or more teachers receive administration approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.

Date of Adoption: April 20, 2009

Standards of Ethical and Professional Performance - Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

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

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

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

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

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

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, 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.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.

7. Shall not have revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

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

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

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

Principle III - Commitment to the Public:

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

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

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. §§ 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: April 20, 2009

Date of Revision: July 15, 2020

Qualifications of Non-Certificated Employees

Non-certified employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent of Schools.

Date of Adoption: April 20, 2009

"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Date of Adoption: April 20, 2009

Hiring/Dismissal

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of Raymond Central Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The Board of Education reserves the authority to modify or reverse any such action taken by the Superintendent.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Date of Adoption: April 20, 2009

At-Will Employment Agreement

All non-certificated employees shall be required to sign an "at will" employment agreement with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee agreement shall be in the form as proposed by the Superintendent of Schools and approved by resolution of the Board of Education.

Date of Adoption: April 20, 2009

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Date of Adoption: April 20, 2009

Complaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

Date of Adoption: April 20, 2009

Standards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, 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.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: April 20, 2009

Date of Revision: July 15, 2020

Staff Payments During Closure

In the event of inclement weather, a pandemic, or other unexpected or extraordinary circumstances, the Board of Education or the Superintendent may close school or a particular school building in order to protect staff and students from harm, and will establish a reopen date when it is safe to return. If such closure extends for a long period of time as determined by the Superintendent, then the Superintendent may implement procedures, agreements, or other requirements to compensate staff during a closure to ensure staff return to employment after the closure. The District may consistently pay staff according to District policies and procedures already established by salaries or wages.

Legal Reference: 2 C.F.R. § 200.430

Date of Adoption: November 11, 2020

10.8. Discuss, Consider and Take Necessary Action to approve a Superintendent Search Firm

10.9. Discuss, Consider and Take Necessary Action to approve a resolution that establishes option enrollment capacities

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution:
_____.

The following members voted against the same: _____.

The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

**LANCASTER COUNTY SCHOOL DISTRICT 55-0161
a/k/a RAYMOND CENTRAL PUBLIC SCHOOLS**

By: _____
President

Attest:

Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which is at capacity at the time of application is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	SECTION/ BUILDING CAPACITY	PROJECTED ENROLLMENT
Kindergarten	21	42
First	21	43
Second	21	54
Third	22	44
Fourth	23	50
Fifth	23	50
Sixth	70 65	46
Seventh	70 65	52
Eighth	70 65	50
Ninth	70	62
Tenth	70	70
Eleventh	70	55
Twelfth	70	63

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

10.10. Discuss, Consider and Take Necessary Action to approve the purchase of a used bus

10.11. Discuss, Consider and Take Necessary action to approve surplus items

11. Next Regular Board Meeting

12. Adjournment