

Board of Education Work Session

October 23, 2023 7:00 PM

Springfield Elementary Media Center

765 Main St

Springfield, NE 68059

## **Agenda**

- I. Meeting Roll Call
- II. Notice of Open Meetings Act - Posted
- III. Public Comment
- IV. Items for Discussion (Discussion Only)
  - IV.A. Voluntary Early Separation- 2024
  - IV.B. Veteran's Day Program
  - IV.C. 2023 Superintendent Evaluation Committee Report
  - IV.D. Construction Project Updates and Master Planning Update
- V. Action Items
  - V.A. Addendum to Negotiated Agreement 2022-23 and 2023-24- Assistant Dance Coach
  - V.B. Addendum to Negotiated Agreement 2022-23 and 2023-24- Assitant Cheer Coach
- VI. Future Planning
- VII. Adjourn

## PERSONNEL

### Voluntary Separation Program

#### Purpose

The purpose of Voluntary Separation Program (VSP) is to provide certified personnel, meeting certain qualifications of years of service within the district, an opportunity to accept voluntary separation earlier than normal retirement. "Certified Personnel" is defined for this policy as teachers (preschool, classroom, specialist), counselors, psychologists, media specialists, speech pathologists, and administrators employed by the district.

#### Offer

On or before January 1 each school year, the Board of Education will decide if they will offer the Voluntary Separation Incentive or there are any limits to participation for that current school year. The district will notify certified staff members when that decision is made. If the Board does not act to offer the program before January 1, it is assumed the program will not be offered that school year.

#### Eligibility

Employment in the Springfield Platteview Community Schools for twenty (20) years as a certified staff member is required for participation. Part time employees will be figured at the individual FTE in determining credit.

Sabbatical, medical, and other leaves of absence approved by the Board of Education do not constitute creditable service for the voluntary separation program.

Creditable service is defined in accordance with the creditable service requirements of the Nebraska State Retirement System rounded down to the nearest full year.

An employee may participate in the Voluntary Separation Program only once.

An employee receiving benefits from the Long Term Disability plan is not eligible during that time.

An employee who has received written notice that his/her principal or supervisor does not intend to continue the employee's contract past the end of the current school year is not eligible.

Participation

The district shall notify all employees who are eligible for the voluntary separation incentive on or before January 15 and any deadlines for declaring participation in the voluntary separation program. No employee will be asked to decide voluntary separation participation without at least 45 days of notice.

The employee must declare his/her intent to participate in the voluntary separation program within 45 days from the notice. The employee must complete the VSP Application form. Any exceptions may be made with Board of Education approval.

Limits of Participation

The Board of Education, in its sole discretion, reserves the right to limit participation in the VSP based on district financial issues. If limits are necessary, the Board will determine the number of incentives to be offered, and notify certified staff members on or before January 1.

The Board will grant a preference if more applications are submitted than available incentives, to longest continuous service in Springfield Platteview Community Schools. In case of a tie, preferences will be decided, in order of importance, to 1) cost of staff member's schedule salary; 2) state and federal regulations, which may mandate certain employment practices; and 3) educational programs to be offered by the district.

Voluntary Separation Incentive

The participant receives payment based upon his/her last scheduled salary only, not including extended contracts, extra duty, etc.

Each payment will be equal to the percentage shown in the Voluntary Separation Incentive Distribution Table. Such payments shall be made annually for five years.

Voluntary Separation Incentive Distribution

<u>Years of Service as of Aug. 1</u>	<u>Distribution</u>
20 years or more	25% per year for 5 consecutive years

The first VSP incentive payment will be made September 20<sup>th</sup> in the year of separation. The remaining payments will be made on the anniversary of the first payment, until the full amount is paid.

All VSP Incentive and unused sick leave payments will be deposited in a special pay 403B plan for the participant. If the participant is 55 years or older, the participant may withdraw from the 403B fund as allowed by law. Participants under the age of 55 cannot withdraw from the 403B fund until the age of 55. Participants may not take incentives as cash payments.

Beneficiary

In the event of death of the participant during voluntary separation incentive period, the balance of the voluntary separation benefit due will be paid in one lump sum to the participant's beneficiary(ies) or estate at the next scheduled payment date.

Unused Sick Leave

Any teacher exercising this voluntary separation program will receive a payment equal to one half (1/2) of his/her accumulated sick days times (X) the current rate of substitute pay. This payment will be made in a September payment following the conclusion of his/her teaching for the district. This payment will be made only once.

Date of Adoption: December 11, 2017  
Last Revision: February 13, 2012  
Last Review: November 10, 2017

Legal Reference:

\_\_\_\_\_

**EARLY RETIREMENT INCENTIVE PROGRAM  
APPLICATION AND AGREEMENT**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between  
\_\_\_\_\_ Public Schools (School District) and  
\_\_\_\_\_ (Teacher).

**RECITALS**

1. The School District has established an Early Retirement Incentive Program (hereinafter referred to as the "Program") for the purpose of rewarding eligible certificated employees who are considering early separation or retirement in their employment plans;
2. Teacher desires to participate voluntarily in the Program;
3. Teacher has a full-time equivalency of 1.0 for the current school year;
4. Teacher has completed at least 10 consecutive years of credited service in the employment of the School District; and
5. Teacher is now 55 years of age or will be prior to August 31st after the school year of application (i.e. August 31, 2020 of the 2019-20 school year).

**TERMS OF AGREEMENT**

The parties, in consideration of the mutual covenants and stipulations set forth above, hereby agree as follows:

**1. INCORPORATION OF BOARD POLICY:** This Agreement is made pursuant to the Early Retirement Incentive Program Policy of the Board of Education. The provisions of that policy existing at the time this Agreement is signed are incorporated by this reference and made a part of this Agreement.

**2. TEACHER RESIGNATION:** Subject only to the Board of Education's approval of the Teacher's application to participate in the Program, the Teacher voluntarily, unconditionally, and irrevocably (1) resigns his/her teaching position with the School District effective at the end of the current school year; (2) waives any and all further notice or action by the Board of Education to terminate the Teacher's continuing contract; and (3) waives any and all rights the Teacher may have under NEB. REV. STAT. 79-824 to 842, as those statutes now exist or as they may be amended. The Teacher further authorizes the Board of Education to

advertise for and contract with a replacement certificated employee for the Teacher's position for the next school year. Approval of this Agreement by the Board of Education shall constitute an acceptance of the Teacher's resignation. The Teacher agrees that he/she may not be eligible for part-time or full-time employment at the School District if the Board approves Teacher's application to participate in the Program. While the School District may decide to employ the Teacher in some capacity after retirement (i.e. substitute teacher), the teacher agrees that the School District has no obligation to rehire the Teacher in any capacity at the School District. NOTE: Returning to work anywhere that participates in the Nebraska Public Employees' Retirement System (NPERS) within 180 days of your retirement may impact your ability to receive payments through NPERS. Please contact NPERS for further information.

**3. BENEFITS:** In consideration for the Teacher's resignation set forth in paragraph 2 above, the Teacher shall receive the following benefits:

- (a) **TOTAL AMOUNT OF BENEFITS:** The Teacher shall be paid the sum of \$\_\_\_\_\_.
  
- (b) **PAYMENT OF BENEFITS:** The benefits to be paid to the Teacher shall be paid in three equal installments of \$\_\_\_\_\_ each. The School District shall pay the first installment in September of the calendar year in which the Teacher resigns, and shall pay an installment in September of each of the following two calendar years.

**5. BENEFICIARY DESIGNATION:** In the event of the Teacher's death after the effective date of resignation, any sum of money otherwise due to the Teacher under the terms of this Agreement will be paid to the following designated beneficiary pursuant to the provisions of this Agreement.

Beneficiary: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

**6. TAX CONSEQUENCES:** Payments provided for under the Program have been determined to be taxable income for state and federal income tax purposes, will be treated as such, and will be reported as taxable retirement pay. The social security percentage and any other required state and federal withholdings will be subtracted from each payment to the participant in the Program.

**7. TEACHER'S VOLUNTARY ACT.** The Teacher acknowledges that he/she has had forty-five (45) or more days to consider the ramifications of

participation in the Program or hereby waives the same; that his/her participation in the Program is voluntary; and that he/she was not coerced in any manner to participate in the Program. The Teacher acknowledges having been advised in writing by this Agreement to consult an attorney regarding his/her participation in the Program and execution of this Agreement.

**8. WAIVER AND RELEASE OF CLAIMS:** In consideration of the promises and payments specified in this Agreement, Teacher releases the School District and its officers, board members, administrators, employees, agents, representatives, successors, and assigns from all claims, demands, and actions, past or present, known or unknown, arising out of and/or related in any way, either directly or indirectly, to his or her employment with the School District, the termination of his or her employment, and/or any actions or occurrences taking place up to and including the date of execution of this Agreement, including but not limited to claims or rights under the Nebraska Wage Payment and Collection Act, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Civil Rights Act of 1866 and 1871, or any other Civil Rights Acts as amended, claims or rights under 42 U.S.C. § 1981, through and including 42 U.S.C. § 1988, the Americans with Disabilities Act, § 504 of the Rehabilitation Act, the Family Medical Leave Act of 1993, the Nebraska Act Prohibiting Unjust Discrimination Because of Age, all claims or rights relating to discrimination on the basis of age, race, color, religion, sex, disability, handicap, or national origin before the federal Equal Employment Opportunity Commission, the Nebraska Equal Opportunity Commission, and any state or federal court under any state or federal constitution, law, rule, or regulation, or claims or rights of whatever nature arising under any other state, federal, or local constitution, executive order, statute, regulation, or ordinance arising from his or her employment or contractual relations with the School District or his or her resignation of employment. Teacher represents that no claims have now been filed against the School District. Teacher acknowledges that nothing in this agreement prohibits Employee from filing a Complaint with the Equal Employment Opportunity Commission or any other similar state agency, the Occupational Safety and Health Administration, the Secretary of Labor or otherwise participating in matters pending before those agencies. However, in the event Teacher files such a charge or complaint, he or she shall be entitled to no relief, no reinstatement, no remuneration, no damages, no back pay, no front pay and no compensation whatsoever from the School District as a result of such charge or complaint, since Teacher has released and extinguished any right to such relief under this agreement. Teacher also releases all contract, tort, and common law claims, and claims for attorney's fees, costs and expenses. Teacher covenants not to institute any complaints or proceedings against the School District or any of the above-mentioned persons in the future with respect to any of the claims, demands, causes of action, or rights hereby released.

The Teacher understands and acknowledges that, by giving up claims against the School District, he/she also gives up any claims that he/she may have against

its predecessors, successors, subsidiaries, and affiliates, and any and all officers, directors, employees, and agents of the School District arising out of any actions, conduct, decisions, behavior, omissions, or events occurring up to the date hereof. Such waiver and release of claims does not cover rights or claims arising after the date of the execution of this contract. This Waiver and Release is given in exchange for consideration in addition to what the Teacher is already entitled to receive from the School District. The Teacher acknowledges having been advised in writing to consult with an attorney before signing this Voluntary Early Retirement Incentive Program Agreement. The Teacher further acknowledges having had sufficient time to decide whether or not to execute this Agreement, including the Waiver and Release of Claims.

**9. REVOCATION AND CANCELLATION OF AGREEMENT:** The Teacher may revoke this Agreement for a period of seven (7) days following its execution. In order to revoke the Agreement, the Teacher must submit a written statement to the Superintendent indicating that he/she is exercising his/her right to cancel the Agreement. This Agreement shall not become effective or enforceable until the revocation period has expired.

**[The Next Page is the Signature Page]**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Teacher

STATE OF NEBRASKA )  
 ) ss.  
\_\_\_\_\_ COUNTY )

Before me, a notary public duly qualified in and for \_\_\_\_\_ County, personally came \_\_\_\_\_, known to me to be the identical person who signed the foregoing instrument, and acknowledged the execution thereof to be his/her voluntary act and deed.

Witness my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Dated: \_\_\_\_\_

\_\_\_\_\_  
President, \_\_\_\_\_ Public Schools  
Board of Education

ATTEST: \_\_\_\_\_  
Secretary, \_\_\_\_\_ Public Schools  
Board of Education

STATE OF NEBRASKA )  
 ) ss.  
\_\_\_\_\_ COUNTY )

Before me, a notary public duly qualified in and for \_\_\_\_\_ County, personally came \_\_\_\_\_, known to me to be the identical person who signed the foregoing instrument and acknowledged the execution thereof to be his voluntary act and deed as President of the \_\_\_\_\_ Public Schools Board of Education, and further acknowledged that having the authority to bind said school district to the terms contained in this instrument and that his/her signature of the same is the voluntary act and deed of the Board of Education of the School District.

Witness my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## EARLY RETIREMENT INCENTIVE PROGRAM POLICY

### A. PURPOSE

The Early Retirement Incentive Program (Program) is intended to benefit qualified certificated employees who are considering retirement. The Program's objectives include, but are not limited to, the following:

1. Offering financial incentives which will assist long-term employees who are considering retirement;
2. Reducing costs to the school district by replacing maximum salaried employees with lesser salaried employees; and
3. Providing a balance of employee experience.

### B. QUALIFICATIONS

**1. Certificated Employee.** To participate in the Program, a person must be a **teacher or administrator** certificated by the Nebraska Department of Education, and employed by the School District in a capacity which requires such certification.

**2. Full-Time Equivalency.** Certificated employees who are employed **1.0** full-time equivalency (FTE) in an employment position that requires a certificate from the Nebraska Department of Education may participate in the Program, provided that the part-time employee's benefits under such a plan shall be pro-rated based on their FTE as of **December 1<sup>st</sup>** of the employee's final contract year.

**3. Minimum Age and Years of Service.** To be eligible for this Program, a certificated employee must: (a) be **55** years of age on or before **August 31<sup>st</sup>** after the school year of application (i.e. August 31, 2020 of the 2019-20 school year) (b) have completed **10** total years of continuous, credited service in the employment of the School District, and (c) meet any other criteria established by the board of education at the regular **November** meeting (such as department or building eligibility). Credited service shall be defined as continuous employment with the school district as a **1.0** FTE certificated employee through the employee's last year of service in an employment position that requires a certificate from the Nebraska Department of Education. Board-approved leave for military service, for a sabbatical or for a leave of absence, or any leave required to be granted according to law, shall not be included as credited years of service. In determining years of credited service with the district for the purpose of meeting the eligibility requirement of **10** total years of service, less than full-time employment would reduce the employee's full-time equivalent employment for a school year. For example, an employee employed on a half-time (.5 FTE) basis would be credited with half a year (.5) of full-time equivalent employment.

## C. ENROLLMENT REQUIREMENTS

**1. Resignation.** Participants in the Program will resign their positions with the school district effective at the close of the school year in consideration for the benefits outlined in Section D below.

**2. Application.** An employee must submit a signed Application and Agreement form to the board of education on or before **March 1<sup>st</sup>** of the employee's last intended school year of employment. The superintendent shall review the employee's record to determine whether the employee is eligible for the Program. The Board will notify the applicant on or before **March 15<sup>th</sup>** of its action on his or her application.

**3. Employee's Ineligibility.** An employee who has received written notice of possible contract termination or cancellation shall not be eligible to participate in this Program unless (1) the notice of termination or cancellation is withdrawn by the administration or (2), after a hearing before the board of education, the board determines that said employee's employment should not be canceled or terminated.

## D. BENEFITS

**1. Calculation of Benefits:** The benefit to be paid under this Program shall be \$\_\_\_\_\_ multiplied by the number of years of service of continuous service at the School District.

**2. Payment of Benefit.** The benefit shall be paid to the teacher in **three (3) equal payments**. The first payment shall be made in **September** of the calendar year of the teacher's resignation, with the remaining payments made in **September** of the following two calendar years.

**3. Limitation on Payment.** The board of education shall, in its sole and unfettered discretion, determine whether to budget and fund any Early Retirement Incentive Program payments in a particular year, and shall determine the total amount of such payments, if any, that will be made available for such payments.

**4. Source of Funds.** The school district shall pay the entire cost of the plan.

**5. Administration.** This Program shall be administered by the board of education by and through the administration of the school district.

**6. Beneficiary Designation.** In order for the application to be considered complete, a beneficiary must be designated.

**7. Income Tax Consequences.** Payments pursuant to this plan have been determined to be taxable income for state and federal income tax purposes, and will be treated as such. The school district will withhold such sums as are required by law, and payments will be reported as a taxable income.

**8. COBRA Rights.** A separating employee will have the opportunity to continue health insurance benefits as may be permitted by the provisions of the Comprehensive Omnibus Budget Reconciliation Act or other applicable law. The employee shall be responsible for any payments required to participate in the COBRA program.

## **E. ADMINISTRATION**

**Application and Waiver.** An employee who elects to participate in the Program, and the school district (through its board of education), shall execute the Application and Agreement, Exhibit "A" attached hereto. That Application and Agreement shall inform the employee that the Voluntary Separation Program is totally voluntary in nature and provides each employee at least 45 days to consider the ramifications of participation in the Program before making a decision. An employee may waive the 45 day consideration period. The Application and Agreement shall also include a specific Waiver and Release of Claims of the participants' rights under the Age Discrimination and Employment Act (ADEA), 29 USC § 621-63 and the Act Prohibiting Unjust Discrimination in Employment Because of Age, NEB. REV. STAT. § 48-1001 *et seq.*, the Employee Separation Income Security Act of 1974 (ERISA), 29 USC § 1001 *et seq.*, and all other state and federal constitutions, statutes and regulations that relate to the validity of the Program, and allows the employee to revoke the Release or Waiver at any time within seven (7) days after submitting the Application and Agreement, and advises the employee to consult with an attorney before signing the Application and Agreement.

An employee who submits an application to participate in the Program may withdraw the application within 7 days after submitting it, but not afterward without the written consent of the board of education. Each application will be reviewed on an individual basis. The board shall, in its sole discretion, determine the number of applications to be approved in any given year. If the Board receives more applications for voluntary separation than it approves, the Board shall approve the applications as follows:

- a. The Board will approve the application of the employee whose salary is higher, as determined by the employee's placement on the salary schedule index (excluding all unit pay).

- b. If the salaries of those involved are exactly the same, the Board will approve the application of the employee who first signed and returned his or her employment contract for the then current contract year.
- c. If the salaries and signing dates of those involved are exactly the same, the Board will approve the application of the employee which was submitted earlier.

An employee's application to participate in the Program is in itself not a resignation of a contract with the School District. However, the Board's approval of an employee's application will be considered the approval of the employee's voluntary resignation and termination of the employee's continuing contract. If the Board does not approve an employee's application, the employee's contract will continue in effect, and the employee will remain an employee by the School District unless he or she otherwise resigns or his or her contract is terminated for just cause.

**F. TERM OF PROGRAM**

This policy shall generally be reviewed annually and its availability terminated at any time at the Board's sole discretion. The Board will generally determine no later than its regular November meeting the number of early retirement applications that will be accepted in the then current school year and any other eligibility limitations or requirements (such as building or department requirements). In the event that no such determination is made, the program will not be available for that school year. This Program shall be offered only to eligible employees as defined herein, who satisfy the Program requirements prior to the applicable deadline, and who submit an ERIP Application and Agreement prior to the applicable deadline.

**G. LIMITATIONS OF APPLICATIONS**

The Board reserves the right to limit the number of voluntary separation applications granted during any single school year if the number of requests results in separation payments that exceed budget constraints and/or if multiple requests from employees within a single department could, in the opinion of the school administration, result in the excessive loss of continuity of instruction and effectiveness of that department. If multiple employees from the same department submit requests in the same school year, the priority of applicants granted will be determined in accordance with paragraph E.

Approved \_\_\_\_\_  
 Reviewed \_\_\_\_\_  
 Revised \_\_\_\_\_

Springfield Platteview Community School's

# VETERANS DAY CEREMONY



FRIDAY, NOV. 10, 2023

*at 10:00 a.m.*

PLATTEVIEW HIGH SCHOOL, MAIN GYM

**SIDE LETTER AGREEMENT  
AND AMENDMENT OF NEGOTIATED AGREEMENT**

The Board of Education (Board) and Education Association (Association) have entered into a negotiated agreement covering the terms and conditions of employment of bargaining unit members for the 2023-2024 contract year. The parties agree to modify that negotiated agreement as follows.

**Assistant Dance Coach.** The Board has established the position of Assistant Dance Coach. The parties have negotiated over the compensation for these positions and have agreed that the compensation for Assistant Dance Coach position will be 8% of the base salary. The parties intend for this amendment to modify the existing 2022-2023 & 2023-2024 negotiated agreement. The Board and Association agree to negotiate the compensation for all future agreements.

\_\_\_\_\_  
President,  
Board of Education

\_\_\_\_\_  
Education Association,  
Authorized Representative

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

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

SPRINGFIELD PLATTEVIEW  
COMMUNITY SCHOOLS  
**JOB DESCRIPTION**

Job Title: **Assistant Coach - High School**  
Job Family: **Athletic Coaching**  
Prepared/Revised Date: **May 16, 2019**

Pay Rate: Determined by negotiated agreement

**SUMMARY:** Assist the Head Coach of a high school athletic team and support the development of the athletic program by teaching fundamentals and advanced skills of the sport while following Nebraska School Activities Association (NSAA) and Springfield Platteview Community Schools guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

<b>Description of Job Tasks</b>
1. Assist the head coach with practice sessions to best develop sport skills and sportsmanship with student athletes in the sport.
2. Help supervise student athletes prior to, during, and after all school sanctioned events; ensure student safety at all times and make sure student athletes are equipped for safety.
3. Attend and monitor practices and games.
4. Assist with communicating to athletes and parents student athlete expectations including practice schedules and games, as well as academic performance, respect, commitment, dedication, and sportsmanship.
5. Follow all NSAA and SPCS guidelines.
6. Assist with inventory and security of equipment and supplies.
7. Assist with equipment maintenance, locker-room supervision, and extra practices.
8. Communicate discipline procedures and problems, safety concerns and all student injuries requiring emergency medical services to school Head Coach and Athletic Director.
9. Demonstrate fairness and consistency in all decisions and judgments related to the sport participants.
10. Adhere to district guidelines for building use and field access, including following procedures for reservations, access, and care of district facilities.
11. Attend work and arrive in a timely manner.
12. Attend mandatory meetings, required trainings, and other clinics and conferences to keep updated on requirements and trends in the sport.
13. Assist in the K-12 development of assigned program. This includes, but is not limited to working with local clubs and organizations in the development of assigned program, building relationships with youth coaches in assigned sport and offering camps and clinics in support of local youth development.
14. Actively support and promote strength and conditioning program. This includes, but is not limited to, being involved in strength and conditioning activities, encouraging athletes to take part in strength and conditioning year round, communicating regularly with strength and conditioning staff, etc.
15. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Previous coaching experience in the sport strongly preferred
- Must have expertise in the fundamental skills, rules, and schemes pertaining to the sport

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Teaching License or Special Services License issued by Nebraska Department of Education
- CPR, First Aid and AED certifications required before coaching assignment begins
- Complete required trainings upon hire and maintain required certifications in each: Concussion, Blood Borne Pathogens, Child Abuse and Reporting, and Sexual Harassment, NFHS Sudden Cardiac, and NFHS Heat Emergencies.



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Communicate and demonstrate sportsmanship with all athletes, officials, parents and community members
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Comprehensive knowledge of the sport
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Act as a positive role model and representative of the school and SPCS

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Knowledge of sport equipment to provide proper maintenance and storage
- Knowledge of sport equipment to ensure proper use and safety of student athletes
- Operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	None	0

- Responsible for supervising the behavior and well-being of students in the program.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

**SIDE LETTER AGREEMENT  
AND AMENDMENT OF NEGOTIATED AGREEMENT**

The Board of Education (Board) and Education Association (Association) have entered into a negotiated agreement covering the terms and conditions of employment of bargaining unit members for the 2023-2024 contract year. The parties agree to modify that negotiated agreement as follows.

**Assistant Cheer Coach.** The Board has established the position of Assistant Cheer Coach. The parties have negotiated over the compensation for these positions and have agreed that the compensation for Assistant Cheer Coach position will be 12% of the base salary. The parties intend for this amendment to modify the existing 2022-2023 & 2023-2024 negotiated agreement and to be included in all future agreements of the parties unless otherwise modified by the parties.

\_\_\_\_\_  
President,  
Board of Education

\_\_\_\_\_  
Education Association,  
Authorized Representative

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

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

SPRINGFIELD PLATTEVIEW  
COMMUNITY SCHOOLS  
**JOB DESCRIPTION**

Job Title: **Assistant Coach - High School**  
Job Family: **Athletic Coaching**  
Prepared/Revised Date: **May 16, 2019**

Pay Rate: Determined by negotiated agreement

**SUMMARY:** Assist the Head Coach of a high school athletic team and support the development of the athletic program by teaching fundamentals and advanced skills of the sport while following Nebraska School Activities Association (NSAA) and Springfield Platteview Community Schools guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

<b>Description of Job Tasks</b>
1. Assist the head coach with practice sessions to best develop sport skills and sportsmanship with student athletes in the sport.
2. Help supervise student athletes prior to, during, and after all school sanctioned events; ensure student safety at all times and make sure student athletes are equipped for safety.
3. Attend and monitor practices and games.
4. Assist with communicating to athletes and parents student athlete expectations including practice schedules and games, as well as academic performance, respect, commitment, dedication, and sportsmanship.
5. Follow all NSAA and SPCS guidelines.
6. Assist with inventory and security of equipment and supplies.
7. Assist with equipment maintenance, locker-room supervision, and extra practices.
8. Communicate discipline procedures and problems, safety concerns and all student injuries requiring emergency medical services to school Head Coach and Athletic Director.
9. Demonstrate fairness and consistency in all decisions and judgments related to the sport participants.
10. Adhere to district guidelines for building use and field access, including following procedures for reservations, access, and care of district facilities.
11. Attend work and arrive in a timely manner.
12. Attend mandatory meetings, required trainings, and other clinics and conferences to keep updated on requirements and trends in the sport.
13. Assist in the K-12 development of assigned program. This includes, but is not limited to working with local clubs and organizations in the development of assigned program, building relationships with youth coaches in assigned sport and offering camps and clinics in support of local youth development.
14. Actively support and promote strength and conditioning program. This includes, but is not limited to, being involved in strength and conditioning activities, encouraging athletes to take part in strength and conditioning year round, communicating regularly with strength and conditioning staff, etc.
15. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Previous coaching experience in the sport strongly preferred
- Must have expertise in the fundamental skills, rules, and schemes pertaining to the sport

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Teaching License or Special Services License issued by Nebraska Department of Education
- CPR, First Aid and AED certifications required before coaching assignment begins
- Complete required trainings upon hire and maintain required certifications in each: Concussion, Blood Borne Pathogens, Child Abuse and Reporting, and Sexual Harassment, NFHS Sudden Cardiac, and NFHS Heat Emergencies.



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Communicate and demonstrate sportsmanship with all athletes, officials, parents and community members
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Comprehensive knowledge of the sport
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Act as a positive role model and representative of the school and SPCS

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Knowledge of sport equipment to provide proper maintenance and storage
- Knowledge of sport equipment to ensure proper use and safety of student athletes
- Operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	None	0

- Responsible for supervising the behavior and well-being of students in the program.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	



**Future Planning  
October, 2023**

- 10/29/23 Negotiations Begin with SPEA @ 5:30 PM
- 11/10/23 Veterans Day Program 10:00 AM at PHS
- 11/13/23 Curriculum and Americanism Committee 6:00 PM  
Finance Committee 6:30 PM  
Regular Board Meeting 7:00 PM
- 11/15-11/17 State Education Conference CHI HEALTH CENTER  
2023 NASB DELEGATE ASSEMBLY - NOVEMBER 17 @ 8:00 AM
- 11/18/23 SPCS Foundation Hat's Off Auction @ 5:30 PM (Who is Attending?)
- 11/22-11/24 Thanksgiving Break - No School
- 11/27/23 Board Work Session @ Administration Building 7:00 PM
- 12/11/23 Site Committee 6:00 PM  
Finance Committee 6:30 PM  
Regular Board Meeting 7:00 PM
- 12/18-12/20 Early Dismissal
- 12/21-1/2/24 Winter Break - No School
- 1/3/24 Teacher Work Day - No School

