

Board of Education Meeting - Budget Work Session

Monday, August 27, 2018 7:30 PM

Boone Central High School Library
605 South 6th St.
Albion, NE 68620

1. Opening the Meeting - Call to Order

2. Approval of Absent Board Members if Necessary

3. Meeting Agenda

4. Motion to approve agenda. This motion, made by Sean Kohl and seconded by Darren Wright, Passed.
5. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
6. Yea: 6, Nay: 0
- 7.

8. 2017-18 Financial Reports

Student Fee fund expenditures were reviewed.
9. Action Items
 1. General Fund Transfer to Depreciation Fund

 2. Motion to approve \$450,000 from General Fund to Depreciation Fund. This motion, made by Ed Knott and seconded by Sean Kohl, Passed.
 3. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
 4. Yea: 6, Nay: 0
 - 5.

 6. General Fund Transfer to Activity Fund

7. Motion to approve \$30,000 transfer from General Fund to Athletic Fund. This motion, made by Tim Stopak and seconded by Darren Wright, Passed.
8. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
9. Yea: 6, Nay: 0
- 10.
11. Policy 4202 Non-Certified Staff
12. Motion to approve Policy 4202 Non-Certified Employee with changes to provisions for employees who are required to have a yearly physical examination as required by law. This motion, made by Darren Wright and seconded by Tim Stopak, Passed.
13. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
14. Yea: 6, Nay: 0
- 15.
16. 2018-19 Boone County Hospital Nurse Service Agreement
17. Motion to approve 2018-19 School Nurse agreement for \$45,107 with Boone County Health Center as presented. This motion, made by Ed Knott and seconded by Darren Wright, Passed.
18. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
19. Yea: 6, Nay: 0
- 20.
21. Special Education Building Project Interlocal Agreement with ESU7 - Education Behavior Health Program
22. Motion to approve Interlocal Agreement for Special Education Building Project with ESU7 as presented. This motion, made by Tim Stopak and seconded by Darren Wright, Passed.
23. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
24. Yea: 6, Nay: 0
- 25.
10. Closed Session
11. Motion to enter closed session at 8:14 p.m. for negotiations of real estate. This motion, made by Darren Wright and seconded by Patti Meyer, Passed.
12. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea
13. Yea: 6, Nay: 0
14. Motion to re-enter regular session at 8:55 p.m. This motion, made by Darren Wright and seconded by Sean Kohl, Passed.

15. Justin Frey: Yea, Ed Knott: Yea, Sean Kohl: Yea, Patti Meyer: Yea, Tim Stopak: Yea, Darren Wright: Yea

16. Yea: 6, Nay: 0

17.

18. Budget Strategic Planning

2017/18 financial reports were reviewed and discussed for the general fund, building fund, and depreciation fund. The 2018/19 preliminary budget was reviewed and discussed. Budget and tax request hearings will be held on Monday, September 17th @ 7:10 p.m. and 7:20 p.m.

1. Facility Budget Planning

Facility strategic planning included a review of current locker rooms, classroom carpet to be replaced, parking space, Petersburg facility, window shades in HS commons, security cameras, and the playground.

2. Transportation/Vehicles

Vehicle and bus fleet strategic plan reviewed and discussed; two vehicles will be considered for trade.

3. Finance/Budget Planning

Board set goal of less than 4% total tax request increase for 2018-19 for General Fund, Bond Fund and Building Fund. Bond Fund taxes will be requested for payment of 2018/19 principal and interest on the Series 2015 and Series 2016 bonds. Special Building Fund taxes will be requested for site improvements and alterations focusing on the playground, locker rooms at the Albion site, and the Petersburg facility.

19. Next Meeting Date

2018/19 Budget Hearing - Monday, September 17th @ 7:10 p.m. - Petersburg Middle School Library

2018/19 Tax Request Hearing - Monday, September 17th @ 7:20 p.m. - Petersburg Middle School Library

Regular Board of Education Meeting - Monday, September 17th @ 7:30 p.m. - Petersburg Middle School Library

20. Adjournment

Meeting adjourned at 11:22 p.m.

Superintendent

Benefits for non-certified employees:

Health and Dental Insurance Benefit: Employees shall be offered health and dental insurance for which the employee is qualified under the School District's group health and dental insurance plan in effect at the time of employment.

Employees working 40 hours per week with a 12-month agreement will be offered full family health and single dental insurance in accordance with the current Negotiated Agreement.

Employees with a less than 12-month agreement scheduled to work an average of 30 hours or more a week will be offered individual high deductible health insurance and individual dental insurance. The School District will pay the cost of the High Deductible Health Insurance plan (HDHP) and Dental Insurance less \$930 which is to be paid by the employee. The employee will be responsible for paying \$93 per month September through June. The employee may choose the Preferred Provider Option (PPO)/HDHP for which they are eligible but would be responsible for the difference in premium cost plus the \$930.

Employees who are scheduled to work less than 30 hours per week are not eligible to receive health and dental insurance benefits. *Look-Back Measurement Period will be reviewed annually for eligibility.

Long Term Disability Insurance Benefit: LTD will be paid by the district for employees working more than 600 hours per year to commence after 60 consecutive days of loss of time due to sickness or injury.

Workman's Compensation: Employee will receive coverage for any accident or injury claimed that occurs while on the job.

Retirement: Employees averaging 20 hours per week or more are required to contribute to the Nebraska Public Employees Retirement System. Each employee must contribute 9.78% of salary to the fund. In addition, the School District will contribute 9.8778% for the employee. Percentage rates are determined by state statute and may change.

Provisions (if Applicable):

Rate of Pay: All classified staff shall be paid an hourly rate. Classified employees who work more than 40 hours in a workweek shall receive either: (1) overtime payment at 1½ times their regular hourly rate for each hour over 40 worked, (2) compensatory time if agreed, or (3) overtime based on the method contained in their individual employment agreement as long as it is consistent with state and federal law.

Physical Examination: Any non-certified school employees who are required to do so by law must have a yearly physical examination. Required physical exams will be paid for by the district and a written notice given to the superintendent as required by law. The physical from a doctor may be specified by

the board on a proper form to be provided by the superintendent. If the employee wishes to go to a health clinic other than the one specified by the board, expenses associated with the examination will only be reimbursed up to the current rate charged by the health clinic specified by the board.

Paraeducators:

Term: Employment is based on the school year term on an hourly basis, as needed. Workweek shall begin at 12:01 a.m. on Monday and end at midnight on the following Sunday.

Hours: Basic workday shall be approximately 7:50 a.m. to 3:30 p.m. Hours will be determined by the Superintendent or designee. All employees are required to clock in daily and to take a half (1/2) hour unpaid lunch. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Sick Leave: Employee shall receive 10 paid sick days per the term stated in the Classified Employee Agreement. Employee may carry forward any accrued, unused sick days up to 30 with continued employment. In no event shall the employee receive additional days beyond the 30-day accrual maximum. Five (5) sick days per year may be used for immediate family members (spouse, children, parents). Employees who work less than full-time equivalency will receive pro-rated sick leave.

Bereavement Leave: Employee shall receive paid bereavement leave for family members including spouse, child, parent, grandparent, grandchild, sibling, or family members standing in the same relation to the employee's spouse (in-laws). Employee shall receive 1 day of paid bereavement leave in the event of the death of a person who is not a family member as stated above. The combination of family and non-family bereavement leave may not exceed 15 days within the work agreement year.

Vacation Leave: None

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email. The date listed on the paystub indicates the date of deposit.

Kitchen Staff:

Term: Employment is based on the school year term on an hourly basis, as needed. Workweek shall begin at 12:01 a.m. on Monday and end at midnight on the following Sunday.

Hours: Basic workday shall be approximately 6:00 a.m. to 2:30 p.m. Hours will be determined by the Food Service Director, Superintendent or designee. All employees are required to clock in daily. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Sick Leave: Employee shall receive 10 paid sick days per the term stated in the Classified Employee

Agreement. Employee may carry forward any accrued, unused sick days up to 30 with continued employment. In no event shall the employee receive additional days beyond the 30-day accrual maximum. Five (5) sick days per year may be used for immediate family members (spouse, children, parents). Employees who work less than full-time equivalency will receive pro-rated sick leave.

Bereavement Leave: Employee shall receive paid bereavement leave for family members including spouse, child, parent, grandparent, grandchild, sibling, or family members standing in the same relation to the employee's spouse (in-laws). Employee shall receive 1 day of paid bereavement leave in the event of the death of a person who is not a family member as stated above. The combination of family and non-family bereavement leave may not exceed 15 days within the work agreement year.

Vacation Leave: None

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email. The date listed on the paystub indicates the date of deposit.

*Paid Holidays: Food Service Manager shall receive the following paid holidays occurring during the 10-month work agreement – Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, and Memorial Day.

Custodial Staff:

Term: Employment is based on 12-month term on an hourly basis, as needed. Workweek shall begin at 12:01 a.m. on Monday and end at midnight on the following Sunday.

Hours: Workday times will vary for each custodial staff member. Custodial staff members will be allowed up to 9 hours of work each day during the school year and 8 hours during the summer. Hours will be determined by the Superintendent or designee. All employees are required to clock in daily and to take a half (1/2) hour unpaid lunch. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Sick Leave: Employee shall receive 10 paid sick days per the term stated in the Classified Employee Agreement. Employee may carry forward any accrued, unused sick days up to 30 with continued employment. In no event shall the employee receive additional days beyond the 30-day accrual maximum. Five (5) sick days per year may be used for immediate family members (spouse, children, parents). Employees who work less than full-time equivalency will receive pro-rated sick leave.

Bereavement Leave: Employee shall receive paid bereavement leave for family members including spouse, child, parent, grandparent, grandchild, sibling, or family members standing in the same relation to the employee's spouse (in-laws). Employee shall receive 1 day of paid bereavement leave in the event of the death of a person who is not a family member as stated above. The combination of family and non-family bereavement leave may not exceed 15 days within the work agreement year.

Vacation Leave: Full-time custodial personnel who work on a 12-month basis shall receive vacation leave

based on years of service. No vacation leave will be paid until after the first full year of employment.

- First Full Year – None
- Second Year – 40 hours paid vacation
 - Employees may carry forward any accrued vacation hours.
- After year two (2) through year nineteen (19) – 80 hours paid vacation
 - Employees may carry forward any accrued vacation hours and shall receive up to 80 additional hours each year not to exceed the maximum accumulation cap of 120 hours.
- After year twenty (20) and beyond – 120 hours paid vacation
 - Employees may carry forward any accrued vacation hours and shall receive up to 120 additional hours each year not to exceed the maximum accumulation cap of 120 hours.

In no event shall the employee receive additional hours beyond the applicable 120-hour accrual cap. Upon termination of employment by either part, the employee shall be compensated at the hourly rate and scheduled work hours described above.

Vacation leave for employees starting mid-year will be prorated to the terms specified in the Employment Work Agreement offered prior to the start of each school year.

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email. The date listed on the paystub indicates the date of deposit.

Paid Holidays: Full-time custodial employees shall receive the following paid holidays occurring during the 12-month work agreement – Labor Day, Thanksgiving, Christmas, New Year’s Day, Good Friday, Memorial Day, and Fourth of July.

Technology Coordinator:

Term: Employment is based on 12-month term on an hourly basis, as needed. Workweek shall begin at 12:01 a.m. on Monday and end at midnight on the following Sunday.

Hours: Basic workday will be from 7:30 a.m. to 4:00 p.m. Hours will be determined by the Superintendent or designee. All employees are required to clock in daily and to take a half (1/2) hour unpaid lunch. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Sick Leave: Employee shall receive 10 paid sick days per the term stated in the Classified Employee Agreement. Employee may carry forward any accrued, unused sick days up to 30 with continued employment. In no event shall the employee receive additional days beyond the 30-day accrual maximum. Five (5) sick days per year may be used for immediate family members (spouse, children, parents). Employees who work less than full-time equivalency will receive pro-rated sick leave.

Bereavement Leave: Employee shall receive paid bereavement leave for family members including spouse, child, parent, grandparent, grandchild, sibling, or family members standing in the same relation to the employee’s spouse (in-laws). Employee shall receive 1 day of paid bereavement leave in the event

of the death of a person who is not a family member as stated above. The combination of family and non-family bereavement leave may not exceed 15 days within the work agreement year.

Vacation Leave: Full-time personnel who work on a 12-month basis shall receive vacation leave based on years of service. No vacation leave will be paid until after the first full year of employment.

- First Full Year – None
- Second Year – 40 hours paid vacation
 - Employees may carry forward any accrued vacation hours.
- After year two (2) through year nineteen (19) – 80 hours paid vacation
 - Employees may carry forward any accrued vacation hours and shall receive up to 80 additional hours each year not to exceed the maximum accumulation cap of 120 hours.
- After year twenty (20) and beyond – 120 hours paid vacation
 - Employees may carry forward any accrued vacation hours and shall receive up to 120 additional hours each year not to exceed the maximum accumulation cap of 120 hours.

In no event shall the employee receive additional hours beyond the applicable 120-hour accrual cap. Upon termination of employment by either party, the employee shall be compensated at the hourly rate and scheduled work hours described above.

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email. The date listed on the paystub indicates the date of deposit.

Paid Holidays: Full-time employees shall receive the following paid holidays occurring during the 12-month work agreement – Labor Day, Thanksgiving, Christmas, New Year’s Day, Good Friday, Memorial Day, and Fourth of July.

Office Staff:

Term: Employment term will vary dependent on specific position. Office staff positions are paid on an hourly basis, as needed. Workweek shall begin at 12:01 a.m. on Monday and end at midnight on the following Sunday.

Hours: Basic workday will be from 7:30 a.m. to 4:00 p.m. Hours will be determined by the Superintendent or designee. All employees are required to clock in daily and to take a half (1/2) hour unpaid lunch. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Sick Leave: Employee shall receive 10 paid sick days per the term stated in the Classified Employee Agreement. Employee may carry forward any accrued, unused sick days up to 30 with continued employment. In no event shall the employee receive additional days beyond the 30-day accrual maximum. Five (5) sick days per year may be used for immediate family members (spouse, children, parents). Employees who work less than full-time equivalency will receive pro-rated sick leave.

Bereavement Leave: Employee shall receive paid bereavement leave for family members including spouse, child, parent, grandparent, grandchild, sibling, or family members standing in the same relation to the employee's spouse (in-laws). Employee shall receive 1 day of paid bereavement leave in the event of the death of a person who is not a family member as stated above. The combination of family and non-family bereavement leave may not exceed 15 days within the work agreement year.

Vacation Leave: Full-time personnel who work on a 12-month basis shall receive vacation leave based on years of service. No vacation leave will be paid until after the first full year of employment.

- First Full Year – None
- Second Year – 40 hours paid vacation
 - Employees may carry forward any accrued vacation hours.
- After year two (2) through year nineteen (19) – 80 hours paid vacation
 - Employees may carry forward any accrued vacation hours and shall receive up to 80 additional hours each year not to exceed the maximum accumulation cap of 120 hours.
- After year twenty (20) and beyond – 120 hours paid vacation
 - Employees may carry forward any accrued vacation hours and shall receive up to 120 additional hours each year not to exceed the maximum accumulation cap of 120 hours.

In no event shall the employee receive additional hours beyond the applicable 120-hour accrual cap. Upon termination of employment by either party, the employee shall be compensated at the hourly rate and scheduled work hours described above.

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email. The date listed on the paystub indicates the date of deposit.

Paid Holidays: Full-time employees shall receive the following paid holidays occurring during the 12-month work agreement – Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day, and Fourth of July.

Bus/Transportations Drivers:

Hours: Basic workday will vary depending on route and/or activity. Hours will be determined by the Superintendent or designee. All employees are required to clock in daily and to take a half (1/2) hour unpaid lunch. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Semester Pay: This additional pay covers setting up routes, time spent visiting with parents, drug & driving tests, physicals, etc. It is payable upon completion of each semester.

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email.

The date listed on the paystub indicates the date of deposit.

After School Program:

Term: Employment is based on school year and summer program needs. All program employees are paid on an hourly basis, as needed. Workweek shall begin at 12:01 a.m. on Monday and end at midnight on the following Sunday.

Hours: Workday hours will vary depending on program. Hours will be determined by the Superintendent or designee. All employees are required to clock in daily and to take a half (1/2) hour unpaid lunch. Overtime hours must be approved in advance by the Superintendent and only those hours authorized will be considered for payment.

Sick Leave: Sick leave will be prorated to scheduled hours of employment with maximum of 7.5 hours/day. Employee shall receive 10 paid sick days per the term stated in the Classified Employee Agreement. Employee may carry forward any accrued, unused sick days up to 30 with continued employment. In no event shall the employee receive additional days beyond the 30-day accrual maximum. Five (5) sick days per year may be used for immediate family members (spouse, children, parents). Employees who work less than full-time equivalency will receive pro-rated sick leave.

Bereavement Leave: Employee shall receive paid bereavement leave for family members including spouse, child, parent, grandparent, grandchild, sibling, or family members standing in the same relation to the employee's spouse (in-laws). Employee shall receive 1 day of paid bereavement leave in the event of the death of a person who is not a family member as stated above. The combination of family and non-family bereavement leave may not exceed 15 days within the work agreement year.

Vacation Leave: None

Payment Terms: Employee paychecks are issued via direct deposit into an account chosen by each individual employee. Payments will be issued on the 20th of each month covering the hours and days worked through the end of the previous month. If the 20th falls on a weekend or a holiday, the payment will be issued on the last banking day prior to the 20th. Paystubs will be sent to all employees via email. The date listed on the paystub indicates the date of deposit.

Date of Adoption: July 20, 2015
Revised on: August 14, 2017