

Board of Education Regular Meeting  
Monday, April 9, 2018 7:00 PM Central

HS CONFERENCE ROOM  
705 N 9th Street  
Arlington, NE 68002

Matt O'Daniel: Present

Teri O'Flaherty: Present

Bruce Scheer: Present

Jessi Scheer: Present

Luanne Sundberg: Present

Shanon Willmott: Present

Present: 6.

## 1. OPENING PROCEDURES

### 1.1. Call Meeting to Order

President Matt O'Daniel called the meeting to order at 7:00 p.m.

### 1.2. Roll Call

Board Members Present: Matt O'Daniel, Teri O'Flaherty, Bruce Scheer, Jessica Scheer, Luanne Sundberg, Shanon Willmott. Also present was Superintendent Lynn Johnson, Elementary Principal Jacque Morgan, High School Principal Aaron Pfingsten, Athletic Director James Shada and Cheryl Keeler, recording secretary.

### 1.3. Pledge of Allegiance

### 1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Teri O'Flaherty and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

## 2. WELCOME TO GUESTS AND PUBLIC FORUM

Jeff Burianek addressed the Board regarding valuation declines and safety issues as a result of chicken barns coming into the area. Decrease in home and property valuation would mean a decrease in revenue for the school. The amount of traffic could pose a safety concern and increase maintenance needs to roads. Burianek wants the site moved because the pathogens and smell generated by the chicken barns could pose health concerns for children.

Kathy Rhea questioned why there would be a need for changes to the administrative policy which will be addressed in agenda item 7.1

Shawna Koger, high school business teacher and FBLA sponsor, addressed the Board on the history of funding for FBLA national competitors. Budgeted amount of \$5,000 hasn't been increased for several years. Budgeting needs for nationals are now closer to \$10,000. The shortage is covered by student fundraising. Koger also shared the results of the recent FBLA conference indicating that 2400 people attended the conference. Several Arlington students placed first in their competitions. Two students, Alek Timm and Kirk Rangel, were elected as state officers. Twelve students qualified for nationals to be held in Baltimore, Maryland this year.

Alek Timm, who was just elected at the recent FBLA conference as the state FBLA president, pointed out the incredible success and growth of the FBLA chapter, making it possibly the most powerful chapter in the state. Timm thanked the Board for their support.

Cory Luttig addressed the Board and offered his opinion that a third party should conduct exit interviews because an exiting employee might be more likely to speak freely to someone other than an administrator.

## 3. CURRICULUM/INSTRUCTION REPORTS

### 3.1. Science Report

TJ O'Connor presented the 7-12 science written report and was available to answer questions. Highlights of the report included information on the effect that new state standards and college readiness requirements will have on the curriculum.

## 4. PRINCIPALS' REPORTS

### 4.1. Mr. Pfingsten's Report

Aaron Pfingsten, high school principal, presented his written report. Highlights included information on award recognitions, essay and art contests, state testing, geography electronic scavenger hunt and extended a graduation invitation to the Board.

### 4.2. Mrs. Morgan's Report

Jacqueline Morgan, elementary principal, presented her written report and was available to answer questions. Highlights of the report included information on elementary student participation in the variety show, and a donation of \$542 to kid's cancer research as a result of their lemonade wars.

### 4.3. Mr. Shada's Report

James Shada, athletic director, presented his written report and was available to answer questions. Highlights of the report included information on a new location for the athletic

banquet this year at the Rybin Building located on the fairgrounds, spring sports updates, Soaring to Excellence, Alek Timm's state speech performance, and the FFA State Conference. Lynn Johnson shared that the state treasurer will be here Friday, April 13th. He will be observing the Bank in School program and will have a round table discussion with juniors and seniors on financial literacy.

## 5. SUPERINTENDENT'S REPORT

### 5.1. Staff Update

Lynn Johnson highlighted resumes of newly hired employees with action to be taken in the consent agenda. Randy Meyer will continue as the district bus mechanic, but as a district employee, in order to be covered by our worker's compensation insurance. Open position in the kitchen created by a resignation will not be filled at this time, but will be re-evaluated at the end of this school year.

### 5.2. NASB Monthly Update

### 5.3. Update on Facility Needs Planning

Superintendent Johnson will meet with Dr. Larry Dlugosh to create preliminary plans. Those plans will be shared with Buildings & Grounds for review and revision and then presented to the Board for their review.

### 5.4. Hiring a business manager (Keeler retirement)

Superintendent Johnson shared with the Board that with the retirement of Cheryl Keeler at the end of September, the district will seek to hire a business manager. A timeline was presented and Mrs. Johnson is developing a job description and other pertinent information to share with the Board.

### 5.5. Contracting Occupational Therapist (OT)

Superintendent Johnson is exploring the possibility of contracting occupational therapy services from Fort Calhoun for a potential savings to the district.

### 5.6. NASB Legislative Representative

Superintendent Johnson shared information on LB1103 as a potential sound bill for providing real property tax relief.

## 6. COMMITTEE AND REPRESENTATIVE REPORTS

### 6.1. Bus Barn Temporary Committee

The committee met on April 5th and discussed the potential purchase of property for a bus barn. To protect the public interest, negotiations of such a purchase will be discussed in executive session.

### 6.2. Baseball Field Ad Hoc Committee

Matt O'Daniel reported that the committee members met with the Washington County Agriculture Society. The Ag Society agreed to continue to pursue the development of a contract in which property lines would be configured so the entire baseball field is on school property. In exchange for this real property, the Ag Society would gain dirt from the upper field and other considerations. Contracts will be developed and brought to both boards for final approval.

### 6.3. Professional Development Sharing

Summary notes and slide show from the workshop "The School Board Judge and Jury," which was attended by Lynn Johnson, Matt O'Daniel, and Bruce Scheer, were shared with

the Board through Google docs. Matt shared that exit interviews should be done by direct supervisors and provided rationale on why board members should not be involved in exit interviews as well as the purpose of exit interviews. Bruce shared that there are questions we can and should be asking on our applications that may help in the screening process. Lynn shared that the workshop pointed out that Board members need to be diligent about following the chain of command when it comes to personnel issues as failure to do so can jeopardize their position as an impartial juror.

## 7. UNFINISHED BUSINESS

### 7.1. Discuss, Consider, and Take Necessary Action to amend Policy 2010 Election of Administrative Personnel.

Motion to approve as amended Passed with a motion by Bruce Scheer and a second by Matt O'Daniel.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

The timelines established in policy were inconsistent with the timelines established in contracts. The school lawyer provided some wording changes that removes stated dates in policy so that administrator contract language provides the guidance.

## 8. NEW BUSINESS

### 8.1. Discuss and Consider contracting with the Washington County Sheriff Office for full time school resource officer.

Mrs. Johnson shared information that was being discussed by the Washington County Sheriff, Fort Calhoun Schools, and Arlington Public Schools. The sheriff's office proposed that if the two school districts would share the cost of 75% of an additional resource officer, around \$25,000 each, then they would hire a resource officer that would be full-time at each school. Areas of discussion were on the current arrangement, the principals shared information about the role the resource office currently serves, the value of the position, how to meet the mental health and emotional needs of students with counseling, and the best possible expenditure of our resources. This will be revisited at May Board meeting.

### 8.2. Discuss, Consider and Take Necessary Action to approve the purchase of new stage curtains.

Motion to approve the purchase of stage curtains not to exceed a cost of \$19,379.76 Passed with a motion by Jessi Scheer and a second by Matt O'Daniel.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

### 8.3. Discuss, Consider and Take Necessary Action to adopt a resolution to approve a construction engineering agreement for the Safe Routes Project.

Motion to approve the resolution that authorizes the superintendent to sign the Professional Services Agreement with JEO Consulting as presented Passed with a motion by Matt O'Daniel and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

8.4. Discuss, Consider and Review Policy 5422 Pregnant and Parenting Students on first reading.

This policy is revised as a result of new legislation.

8.5. Discuss and Review Policies 3010-3160.

With no changes being identified these policies will stand as reviewed.

8.6. Discuss and Consider updates to Policy 6270 Field Trips and Policy 5005 Student Residence.

Superintendent Johnson shared with the Board the direction she would like to go with these two policies and asked if the Board was supportive of that direction. With field trips she would like to capture in policy a set amount of dollars for each student who qualifies for a national competition. That would allow FFA, FBLA and SKILLS USA to know what funding they can expect. Policy 5005 does not provide specifics on documentation necessary to provide evidence of residency. Lynn would like to move forward with developing a more detailed form for proof of residence. The Board was supportive of both these initiatives.

#### 9. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Matt O'Daniel and a second by Teri O'Flaherty.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

9.1. Minutes of the Previous Board Meeting(s): March 12, 2018 Regular Meeting Minutes

9.2. Monthly Financial Reports

9.3. Claims (Check Register)

9.4. Special Fund Transfers

9.5. Hot Lunch Report

9.6. Activity Report

9.7. Accept Billy Grannemann's resignation as agriculture teacher effective at the end of his 2017-2018 teaching contract.

9.8. Accept Mary Linder's resignation as cafeteria employee.

9.9. Hire Chelsea Kwapnioski as kindergarten teacher for the 2018-219 school year.

9.10. Hire Jill Hensley as agriculture teacher for the 2018-2019 school year.

9.11. Hire Randy Meyer as bus/van mechanic.

#### 10. EXECUTIVE SESSION

Motion to enter into Executive Session Passed with a motion by Teri O'Flaherty and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

10.1. Discuss and Consider the negotiations of potential purchase of property for a bus barn. Motion for the board to enter closed session to discuss the negotiations of the potential purchase of property for a bus barn because it is in the public interest to do so. Passed with a motion by Teri O'Flaherty and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

Motion for the board to reenter closed session to discuss the negotiations of the potential purchase of property for a bus barn because it is in the public interest to do so. Passed with a motion by Teri O'Flaherty and a second by Bruce Scheer.

Jessi Scheer: Abstain (With Conflict), Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

President Matt O'Daniel stated the intention and the reason to enter into executive session. He restated the purpose of entering executive session and asked the minutes to reflect that at 8:31 p.m. the board would take a brief break before entering executive session. The board entered executive session at 8:40 p.m. and at 8:42 p.m. the board exited executive session and in open session Jessica Scheer indicated that she would need to recuse herself from any discussion on a bus barn as it could possibly be a conflict of interest for her. The board then took action in open session to reenter executive session with the understanding that Jessica Scheer would be recused. The purpose of reentering executive session was restated by President O'Daniel before and after the second motion.

11. ACTION ON EXECUTIVE SESSION ITEMS

The board exited executive session at 9:16 p.m. No action was taken.

12. ADJOURNMENT

There being no further business the meeting was adjourned at 9:17 p.m.

\_\_\_\_\_  
Matt O'Daniel, Board President

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Lynn Johnson, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## 2018 Science Curriculum Report

### **Multicultural Aspect**

In all of our science classes, we talk about the history of science and how different theories were discovered by scientists from all over the world including a lot of European scientists throughout the history of our world. We also talk about the importance of using consistent units in scientific measurements when doing experiments and inquiry type learning. We also stress that it is important to use the SI units of measurement in order for scientists and other industries to communicate effectively across the globe.

### **What do we want students to learn?**

Each course is designed to cover the Nebraska State Science Standards and we are currently working to align our curriculum with the New Generation Science Standards our state is adopting. At the same time we are also preparing the 8th grade students to take the state NSCAS test and the high school students the ACT and SAT exams. As a department, we also work very hard to incorporate important life skills that students will need, specifically critical thinking skills, problem solving skills, independent creative thinking processes, and the ability to collaborate and work with others. These skills are things that carry over into any field or career that a student may choose beyond their secondary and even college educational experiences. We try to do this by using hands on learning in a lab setting which allows students to work in groups to create experimental design and come up with solutions to problems. Collecting and analyzing data are also important in creating critical thinkers. Students may learn about different systems within organisms through dissections in a biology or anatomy and physiology class or look at how states of matter and types of matter interact in our world through chemistry experiments. We use both open ended inquiry experiments to encourage problem solving skills and scientific inquiry, as well as “cookbook” labs to engage learning and figure out what the results actually mean. Even if experiments do not go as planned, there are always lessons to be learned. Discussing what might have affected results also results in critical thinking.

We have continued to implement new thoughts and ideas with regards to labs, how we assess our students and what we do with data from our assessments. Through our PLC process we have worked to update our curriculum and ensure that there are no gaps and all of the state standards are being covered through our different courses. This will continue to be important as we implement changing curriculum based on state standards and the college and career readiness additions that are being added. We have also discussed how we are going to adjust with students who may not be taking certain courses and opting to take other options to ensure that they are still getting the proper information needed, especially in terms of being prepared for NSCAS and ACT.

As a department we continue to focus a collaborative smart goal of improving the lower quartile of our students in their classroom performance as well as on their NSCAS test results. We hope to improve the scoring of our students and get our lower 25% of students to perform at proficiency on their NeSA test. This was something that our school had observed as an area for improvement, getting our lower quartile of students to perform better and have more success in school. To summarize:

- The smart goal for each teacher in the science department was to focus on improving student performance among our lowest quartile (25%) of students in each grade level. For juniors this is measured based on their performance in class but more specifically on their NSCAS performance.

### **How do we know students are learning?**

Students are given unit assessments as well as semester final exams in order to measure student performance. Another tool to measure student performance would be NeSA (now NSCAS) performance in which last year we were at 90% proficiency in the 8<sup>th</sup> grade. We are able to achieve these high scores through the work that we do on a day to day basis and how we check for learning with our students. We utilize homework quizzes and lab quizzes in chemistry and physical science in order to give small snapshots and check for learning sequences within a chapter. In this way we can ensure students are getting the material before giving a test. There is also a lot of open questioning, lab work observation, collaboration, question and answer sessions, reviews and handing in of assignments. We will continue to strive for better performances, an ideal 100% proficiency in our NSCAS testing and better overall classroom performance.

One of the main ways we have looked at improving instruction and continuing to grow as teachers and a department is working within our PLC groups to improve instruction and identify student performance through data collection. We have developed ways of collecting and analyzing data from assessments in to identify standards in which our students collectively may be performing well on, or struggling with. This allows us to improve, develop and evolve our methods and delivery of instruction as well as possibly go back and revisit concepts that students had trouble understanding.

### **How do we respond when students are not learning?**

We have multiple methods of intervention to help students when they are not learning. One of the many great strengths of our school is that we do not allow many students to slip through the cracks and provide them every opportunity to learn material and grow their understanding of concepts across all curriculum. We utilize the after school and lunch GRIP program in which students are referred if they are missing work, needing to make up assignments or having issues with subjects. We also provide times for one on one help before school, after school and throughout the course of the day. Another way we help students learn is through differentiation by providing students with different forms of delivery of information. We may use powerpoint, hands on learning, putting students in groups or pairs, labs and online activities. We also keep parent logs and contact parents when students may be struggling or falling behind in classes. These are multiple ways to ensure that students are given every opportunity possible to be successful.

### **How do we extend or enrich the learning for students who exceed proficiency?**

Beginning in 9th grade we provide an opportunity for students to be advanced in science classes. These students go into the 10th grade biology class as 9th grades, move on to chemistry during their 10th grade year, and take physics during 11th grade. This allows them the opportunity to take more advanced level science classes during their junior and senior years. Students are looked at for advancement at the end of their 8th grade year. We look for students who are advanced in math, have performed in the 90th percentile on MAPS and NSCAS testing, and have the recommendation of their science and math teacher based on grades and work ethic.

We provide a Chemistry II and Biology II course for students to get some more knowledge and information based on a potential interest of studying this fields or related fields in their post-secondary education. We have also utilized student groups to help students collaborate pairing higher level students with lower level ones in which the higher level student teaches or assists the lower performing student. This is beneficial for both parties as it allows the lower performing student a different angle to learn and allows the higher performing student to get deeper into the material due to the need to teach to the other. There are also some independent projects and activities for students to do once they have finished the class work or assignments. As stated earlier we are working to implement the new college and career readiness curriculum with help from our ESU unit. Derek Gangwish has been working with us for ways to include new activities and information pertaining to our curriculum.

### **Other information**

We are currently looking at restructuring some classes with a change in our staff which could change some of the teaching responsibilities with respect to the classes that are being taught. We also continue to reevaluate curriculum to ensure that we best serve our students and that there are no gaps in which students are missing out on concepts. Our staff is always looking for innovative ways to get more hands-on and inquiry based labs into the classroom. We have looked into bringing in different substances such as liquid nitrogen to demonstrate behavior of particle and states of matter. We continued to purchase new substances within budget to ultimately develop a two week hands on chemistry lab project referred to as qualitative analysis in which students work independently for two weeks to identify unknown substances. We also continue to enhance our forensic science curriculum incorporated into Biology II as a cross-curricular subject with real-life applications.

# Secondary Principal's Report

## For the April 2018 Board Meeting

### Awards-

#### **\*Midland Outstanding High School Leaders**

Congratulations to Maggie Schmidt, Mackenzie Hagemeister, Emily Kraemer, and Alex Timm for being selected Outstanding High School Leaders. They recently attended a banquet at Midland University in their honor. Each student is eligible for a \$25,000 scholarship to Midland that is renewable for four years!

#### **\*InvestWrite Essay Contest**

Eighth grade student Gabbi Anzalone was recognized for her first place finish in the InvestWrite Stock Market Essay Contest. This fall Arlington students submitted essays for the contest with the topic "creating a portfolio for non-profit organizations." Gabbi was recognized at a surprise party for her class and was presented with a \$50 check from the Nebraska Council on Economic Education. All Arlington eighth grade students play the stock market game through their semester-long Exploring Business course.

### **Skype Scavenger Hunt**

Students in Mr. Wiese's class recently participated in a Mystery Skype with a school in California. Through the free, web-based Skype platform, students were challenged to go through a "20 questions" type of activity to try to find out where the mystery school was located. Students were able to use communication, problem-solving, and teamwork to solve the mystery.

### **Art -**

#### **Future Strokes Artwork and Sculptures**

Arlington artwork is currently on display at ESU#3. Here is the link: <https://www.esu3.org/>

#### **Graphic Arts**

Students enrolled in graphic arts recently completed t-shirt designs for a contest sponsored by the Nebraska State Patrol and AAA. Four of our students are finalists. Distracted driving finalists are Travis Warner and Nathan Sorensen and Seatbelt safety finalists are Grant Bracht and Allison Peyton.

<http://statepatrol.nebraska.gov/vnews/display.v/SEC/News%7CDistracted%20Driving%20Poll%20Page>

### **State Testing**

- NSCAS ELA, Math, and Science testing will begin in mid-April for middle school students.
- ACT testing just finished on April 3 for all juniors.

### **Honors Night**

The Arlington High School Honors Night is scheduled for Thursday, April 26 at 7:00 pm.

### **Graduation**

Graduation will be held on Sunday, May 20 at 1:00 pm. The final day for seniors is Wednesday, May 16.

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## April 2018 Elementary Principal Report

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**NSCAS Kick-Off** – Jake Allen came and spoke to our students. He had a great message for our students. Students also participated in a flash mob as a wrap up! Thank you to Tashia Wolf for organizing this kick-off and speaker!

**Red Cross Pillow Case Project** – The Red Cross came out and gave a presentation on the importance of being prepared in case of dangerous spring/summer weather. Students in grades 3-5 received a pillow following the presentation which they decorated. Students were then reminded of the important emergency materials they may need in case of bad weather, these items should be stored in their pillow cases.

**Variety Show** – We had over 50 elementary students practice and perform in this year's variety show. Both performances were amazing.

**One Book One School** – Students and families read The Lemonade Wars. Families read a chapter a night for a little under two weeks. Students and families were invited to attend a minute to win it Lemonade themed night. Special thank you to the Arlington Library for providing prize buckets for kids.

James Shada  
April  
Board Report

### Athletic Banquet

The Booster Club Athletic Banquet will be held on May 6<sup>th</sup> at 5:00pm in the Rybin Building. The event this year has been relocated as we outgrew the old venue. The event will not include a full meal due to the significant expense associated with the meal, allowing us to dedicate the majority of moneys raised to our athletes' equipment and facility needs. The booster club will be serving a dessert. There has been a separate committee that has been formed with parents and school employees to help take on this large production. Once again our multimedia class will create the slide show that will have pictures from all sports from this school year for the banquet.

### Spring Sports

Track, baseball and boys golf are in full swing. Boy's golf has had their first competition on April 4<sup>th</sup>. Our golf team will compete eleven times including our home invite on April 27 at Fremont Country Club. We are fortunate to host four total track meets this year. We have many staff members who have signed up to help run these meets. Running a track meet takes a small army of volunteers. This year we have the opportunity to host two Jr. High Meet's on 4/12/18 and 5/3/18. Our home High School Track Meets are 3/20/18 and our invite is on May 4<sup>th</sup>. Baseball has 8 scheduled home baseball games this year.

### Eagles Soaring to Excellence

I would like to congratulate Alek Timm on qualifying for the state speech in Extemporaneous Speaking. Alek compete in state speech on 3/22/18. He did an outstanding job at state.

## Spring Events

- 4/4- 4/6 FFA State Conference
- 4/5- 4/7 FBLA at State Leadership Conference
- 4/12-4/14 State Skills USA
- 4/16 High School Music Concert
- 4/20-21 District Music Competition
- 4/26 High School Honors Night
- 5/6 Athletic Banquet

## NASB Monthly Update for Board Meetings

Agenda Item: APRIL 2018

### “NASB Update”

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

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

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

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

Bus Barn Temporary Committee Meeting  
Thursday, April 5, 2018 8:00 PM Central

HS CONFERENCE ROOM  
705 North 9th Street  
Arlington, NE 68002-0580

1. Roll Call

Members Present: Matt O'Daniel, Bruce Scheer, Luanne Sundberg, Lynn Johnson

2. Discuss bus barn needs

The committee engaged in a discussion on prioritizing possible options for our bus barn needs and the next steps to take in pursuing these options.

3. Recommendation to the board as a result of this meeting:

The committee recommending going into executive session at the April board meeting to discuss the potential purchase of property for a bus barn and to protect the public interest.

AdministrationElection of Administrative Personnel

All administrative positions shall be authorized by the board of education upon the recommendation of the superintendent of schools. All administrators shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the superintendent of schools. Unless otherwise indicated, administrators are assigned, supervised, and evaluated by the superintendent of schools. Except for an administrator who may also be categorized as a teacher, the superintendent of schools will share evaluation summaries with the board of education. If the superintendent of schools intends to recommend that the board of education consider amending or terminating the contract of any administrator, said administrator's evaluation will be withheld pending its possible introduction at a board hearing on the matter.

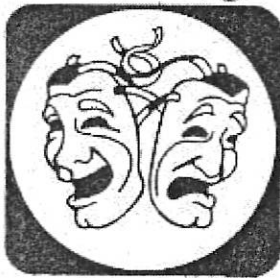
The rehiring and compensation packages (salary/benefits) for the Superintendent and Principal(s) will generally be considered consistent with the terms of their contract for renewal and evaluation, or at any time deemed appropriate by the board.

~~The rehiring and compensation package (salary/benefits) for the Superintendent shall be considered at the regular December meeting of the Board of Education. The rehiring and compensation package (salary/benefits) for the Principal shall be considered at the regular March meeting of the Board of Education. Action on such rehiring and compensation packages shall be taken by the Board of Education on or before April 15 of each year. The dates for action are subject to modification in the discretion of the Board of Education.~~

Date of Adoption: February 11, 2008

Reviewed: March 9, 2015

omaha stage



equipment, inc.

Arlington Public Schools  
709 N. 9<sup>th</sup> St.  
Arlington, NE 68002

ATTN: Lynn Johnson

Lynn,

Thanks for contacting Omaha Stage Equipment regarding the stage curtains at Arlington High School in Arlington, NE. It was a pleasure speaking with you last week. Per our discussion, I will quote below. I have also attached some drawings for you to reference.

First off, Omaha Stage Equipment proposes moving the Valance pipe downstage of the Main Curtain and moving the Main Curtain upstage to prevent it from rubbing on the Valance.

Leg Set 1 will be moved upstage and be converted to move on and offstage.

Border 1 will be extended and moved downstage of Leg Set 1 and will mask Leg Set 1 along with Border 2 pipe.

Middle Leg Set goes away and will be replaced with Border 2. This border will mask Leg Set 2 and Border 3 Pipe.

Leg Set 2 will get moved downstage and be converted to move on and offstage.

Border 3 will be added downstage of the Rear Curtain to mask Rear Curtain Track.

Rear Curtain will get updated hardware, including carriers, end pulleys, floor block and rope.

The Set Schedule will be as follows:

Valance: 3' 6" h x 41' w

-Existing hardware

Main Curtain: (2) 11' 6" h x 23' w

-Existing Hardware

*\*Above manufactured with 22 ounce brushed polyester inherently flame resistant fabric in the color Cabernet.*

Border 1: 5' h x 60' w

-Pipe will be extended to accommodate wider curtain

Leg Set 1: (2) 13' 6" h x 11' w

-Existing track will be used, new carriers will be added

Border 2: 5' h x 60' w

-New pipe will be added

Leg Set 2: (2) 13' 6" h x 15' w

-Existing track will be used, new carriers will be added

Border 3: 3' 6" h x 60' w

-New pipe will be added

Rear Curtain: (2) 14' 10" h x 30' w

-Existing track will be used, all new carriers, end pulleys, floor block and rope.

Offstage Stair Legs will be added to mask stairs while keeping the width of your stage intact. These will be 16' 8" h x 5' 6" w, and will be able to be open and closed (refer to drawing).

*\*Above manufactured with 14 ounce brushed polyester inherently flame resistant fabric in the color Black.*

**Cost for all Curtains, Hardware, Installation and Removal ————— \$19,379.76**

Thanks,  
Pat Johnson  
Omaha Stage Equipment

2.17.18

Rear Curtain-(2) 14' 10" h x

Border 3-(1) 3' 6" h x

Leg Set 2-(2) 13' 6" h x

Border 2-(1) 5 h x

Border 1-(1) 5' h x 60' w

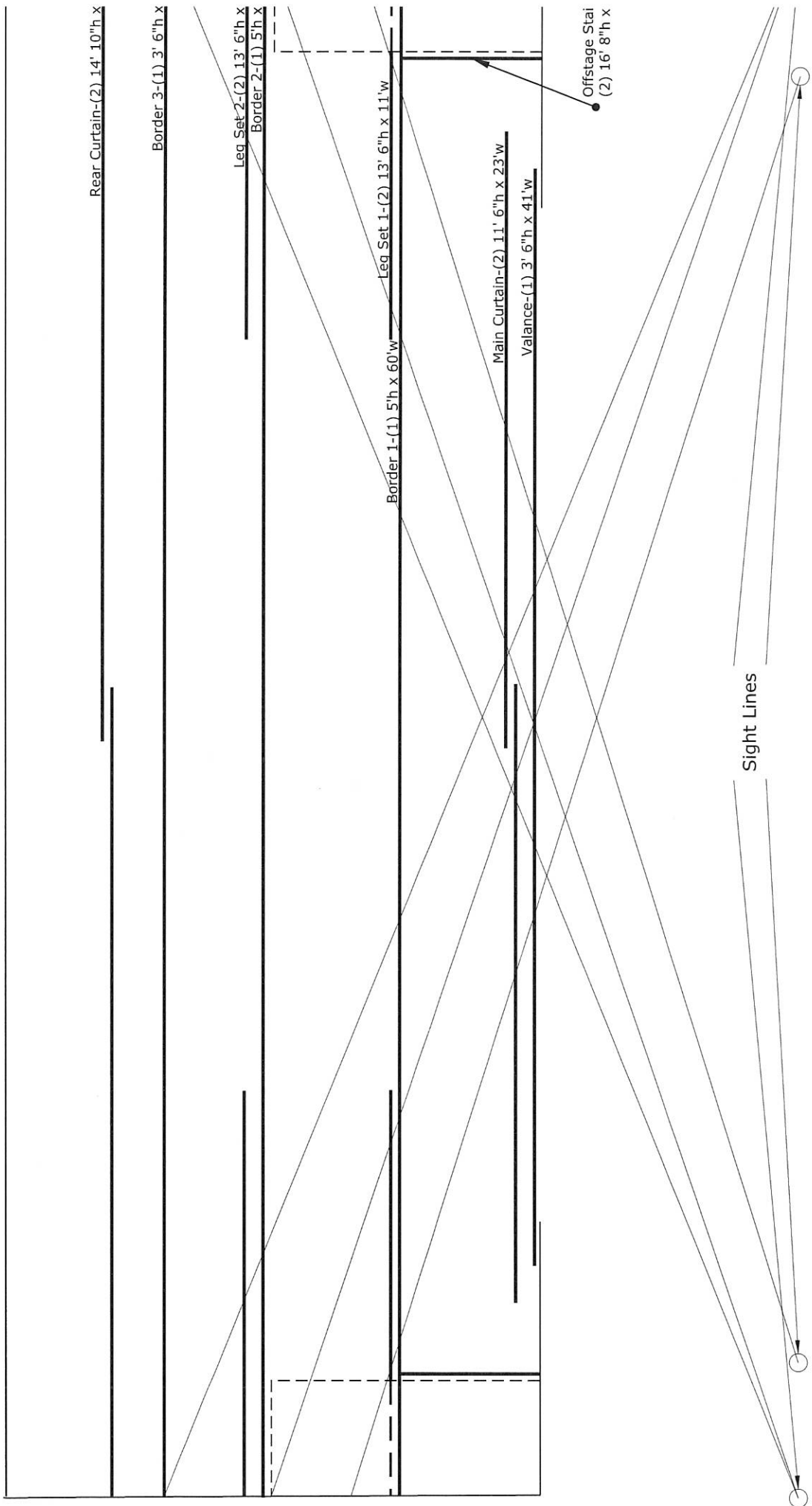
Leg Set 1-(2) 13' 6" h x 11' w

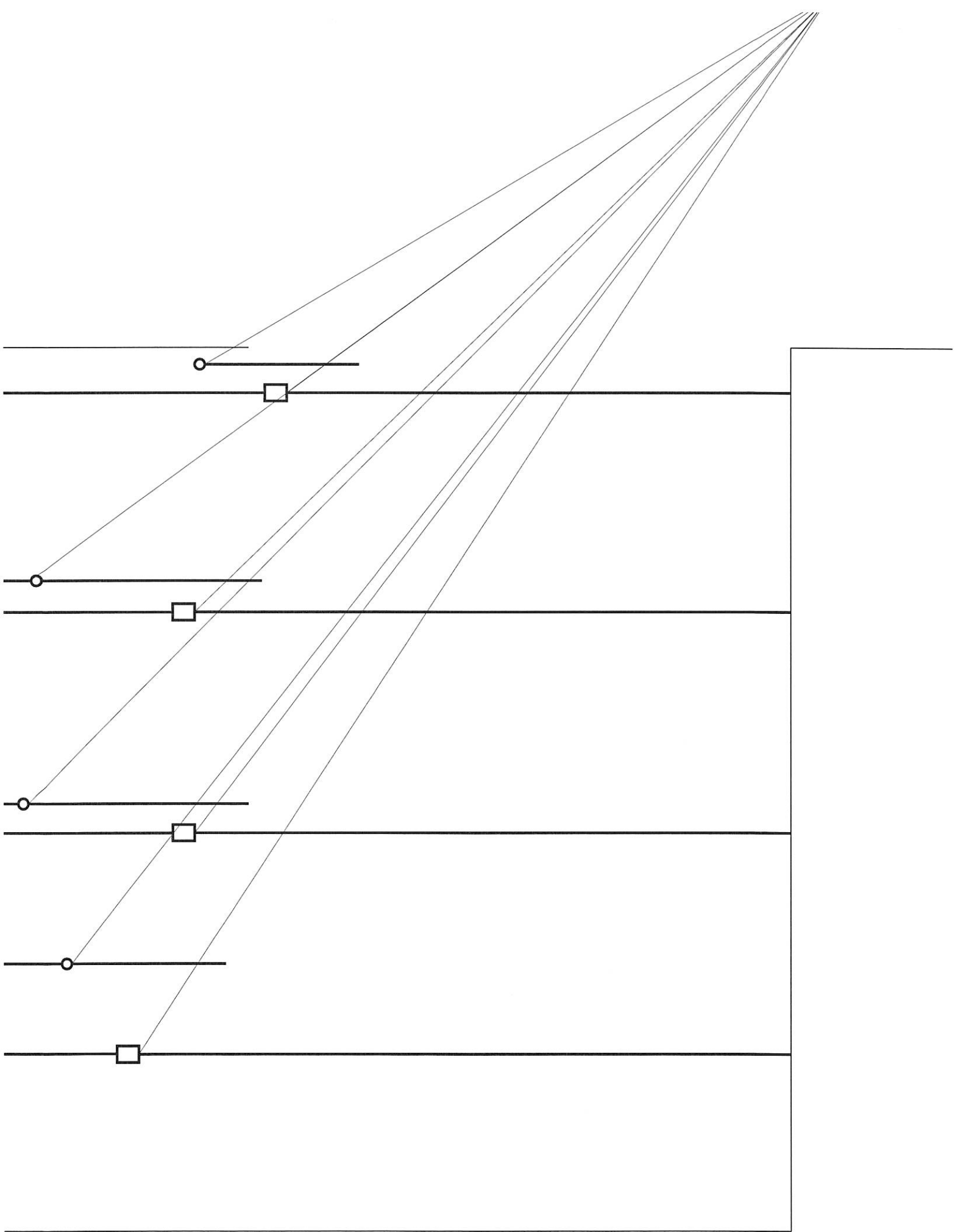
Main Curtain-(2) 11' 6" h x 23' w

Valance-(1) 3' 6" h x 41' w

Offstage Stai  
(2) 16' 8" h x

Sight Lines





Task Order Agreement No.	BK1825
Master Agreement No.	BK1806
Effective (NTP) Date	
Task Order Amount	e.g. AC+P \$89,476.38

# ON-CALL CONSTRUCTION ENGINEERING SERVICES TASK ORDER AGREEMENT LPA PROJECTS

ARLINGTON PUBLIC SCHOOLS  
JEO CONSULTING GROUP, INC.  
PROJECT NO. SRTS-89(29)  
CONTROL NO. 22523  
ARLINGTON SAFE ROUTES TO SCHOOL

**THIS AGREEMENT** is between the Arlington Public Schools ("LPA") and JEO Consulting Group, Inc. ("Consultant"); collectively referred to as the "Parties".

**WHEREAS**, Consultant entered into an On-Call Professional Services Master Agreement No. BK1806 "Master Agreement, with the Nebraska Department of Transportation ("State") wherein Consultant agreed to provide Construction Engineering services ("Services") for future Federal-aid transportation projects when selected by LPA or State, and

**WHEREAS**, LPA, or State on LPA's behalf, selected Consultant to provide professional services for the project identified as Project No. SRTS-89(29), and

**WHEREAS**, plans, special provisions, and standard specifications are being completed for the letting and construction of a federal-aid transportation related project, and

**WHEREAS**, the Parties wish to enter into a task order agreement ("Task Order"), to provide for the completion of the Services for the project for which Consultant has been selected, and

**WHEREAS**, Consultant and LPA intend that the Services provided by Consultant comply with all applicable federal-aid transportation project related program requirements so that Consultant's costs under this Task Order will be eligible for federal reimbursement, and

**WHEREAS**, the LPA and Consultant intend that this Task Order be completed in accordance with the terms and conditions of the Nebraska LPA Guidelines Manual for Federal Aid Projects; hereinafter referred to as LPA Manual (See definition in Section 1), and

**WHEREAS**, Consultants primary contact for LPA's project is LPA's Responsible Charge when LPA is managing the project, and

**WHEREAS**, Consultant's primary contact for LPA's project is State's Project Coordinator when State is managing the project on behalf of LPA, and

**WHEREAS**, Consultant's primary contact for State's project is State's Project Coordinator.

**WHEREAS**, the Parties understand that State is involved in this federal-aid project on behalf of the FHWA only for issues related to the eligibility of the project for reimbursement of project costs with federal-aid funds.

**NOW THEREFORE**, in consideration of these facts, Consultant and State agree as follows:

**SECTION 1. CONTACT INFORMATION**

Contact information, for the convenience of the Parties, is as follows:

1.1 Consultant Project Manager

Firm Name	JEO Consulting Group, Inc.
Address	142 W. 11 <sup>th</sup> Street, Wahoo, Nebraska 68066
Project Manager's Name	Jon Mooberry
Project Manager's Phone	402-443-4661

1.2 Subconsultant Project Manager

Firm Name	Terracon Consulting, Inc.
Address	15080 A Circle, Omaha, NE
Project Manager's Name	Philip Schiele
Project Manager's Phone	402-330-2202

1.3 State Project Coordinator

Name	Marvin Lech
Phone Number	402-935-5402

1.4 LPA PL

Name	Lynn Johnson
Phone Number	402-478-4173

1.5 State Agreements Specialist

Name	Dawn Knott
Phone Number	402-479-4414

**SECTION 2. NOTICE TO PROCEED AND COMPLETION SCHEDULE OF THE SERVICES**

- 2.1 State, on behalf of LPA will issue Consultant a written Notice-to-Proceed upon 1) full execution of this Task Order, 2) State's determination on LPA's behalf, that federal funding approval has been obtained for the project and 3) State's concurrence that the form of this Task Order is acceptable for federal funding eligibility. Invoiced charges for services performed by Consultant on the project prior to the date specified in the written Notice to Proceed will not be paid.
- 2.2 In the event that prior to the Effective Date of this Task Order, Consultant is issued a Notice-to-Proceed and Consultant began work, Consultant will be paid for such work in accordance with this Task Order and the Parties are bound by this Task Order as if the work had been completed after the Effective Date of the Task Order.
- 2.3 Consultant shall complete all the Services under this Task Order within 60 calendar days from the construction completion date stated on the DR Form 91 "Notification of Contract Completion." Consultant shall invoice the work within 105 calendar days of the construction completion date. The completion of the construction of this project is estimated to be August 11, 2018, and is subject to change. State's Construction Division Project Coordinator must approve any exception to this deadline. If justification is approved, a time extension will be granted. Any costs incurred by Consultant after the completion deadline will not be eligible for federal funding reimbursement.

**SECTION 3. DURATION OF THE TASK ORDER (Matches Construction Project Lifespan )**

- 3.1 Effective Date – This Task Order is effective when executed by the Parties.

- 3.2 Expiration Date -- This Task Order expires when State has (a) completed the project final audit and cost settlement or (b) waived the requirement of a financial audit.
- 3.3 Duration of the Task Order -- This Task Order duration is from the Effective Date to the Expiration Date. The Task Order duration is "specified" under Neb. Rev. Stat. § 73-506 to the period of time necessary for a Consultant to complete the applicable phase or phases of the development of this particular federal, state or locally funded construction project, including when applicable, the time during construction of the project.
- 3.4 Identifying Date -- This Task Order may be identified by the date State signed the Task Order.
- 3.5 Termination or Suspension -- State reserves the right to terminate or suspend this Task Order at any time for any of the reasons provided herein.

**SECTION 4. TASK ORDER SCOPE OF SERVICES (CE)**

- 4.1 Upon receiving a written notice to proceed from State, on behalf of LPA, Consultant must complete the Services in accordance with all federal-aid reimbursement requirements and conditions. The entire Scope of Services for this Task Order includes SECTION 5. SCOPE OF SERVICES of the Master Agreement, and the Scope of Services as set out in Exhibit "A", attached and incorporated herein by this reference. This Task Order Scope of Services will govern over any contrary language in the Scope of Services of the Master Agreement.
- 4.2 The Scope of Services in Exhibit "A" is the result of the following process:
  - 4.2.1 Consultant was provided the detailed proposed Scope of Services for this project
  - 4.2.2 Consultant made necessary and appropriate proposed additions, deletions, and revisions to the detailed Scope of Services document.
  - 4.2.3 Consultant participated in a review of the proposed Scope of Services and the proposed revisions, and negotiated the final detailed Scope of Services and Fee Proposal document, which is attached as Exhibit "A".
- 4.3 Exhibit "A" sets out the Services reasonably necessary for Consultant Services to adequately observe, monitor, inspect, measure, manage, document and report so that LPA's project is constructed by the contractor in compliance with the Construction Contract Documents and "the Manuals" (as defined in the Basic Scope of Services set out in the Master Agreement), State and Federal law, rule or regulation and policy.
- 4.4 Upon receiving a written notice to proceed from State on behalf of LPA, Consultant shall complete the Services required under this Task Order and in accordance with the terms of the Master Agreement.
- 4.5 Additional Requirements:
  - 4.5.1 Consultant shall advise the LPA, or State on behalf of LPA, when it appears any Disadvantaged Business Enterprise (DBE) working on the project is in need of assistance.
  - 4.5.2 Consultant shall make every effort to assist the Contractor or any Subcontractor in interpreting Project Plans, Special Provisions, Standard Specifications, other Construction Contract Documents, or the Manuals.
  - 4.5.3 Consultant shall be present at the project site or available locally beginning on the date specified in the notice to proceed to the contractor, unless project work has not begun at the site; or, with at least 24 hours' notice, at any prior date when contract work begins or when materials are delivered to the project that need to

- be tested, sampled or inspected to verify conformance to the requirements of the Construction Contract Documents.
- 4.5.4 Consultant shall promptly review and approve or reject all construction work on the project, with the right, but not the duty, for State and FHWA to review for compliance or funding eligibility.
- 4.5.5 Consultant shall submit to State, and to LPA if LPA is the primary point of contact, two copies weekly of all reports of field tests performed by Consultant. Consultant shall take prompt and appropriate action to reject or cause Contractor to remedy the work or materials that do not conform to the contract documents. Additionally, Consultant shall promptly notify State, and LPA if LPA is the primary point of contact, of work that does not conform to the contract documents.
- 4.5.6 Consultant shall comply with all Federal, State and local laws, rules or regulations, policies or procedures, and ordinances applicable to the work contemplated in this Task Order.
- 4.5.7 Project time delays attributed solely to the Contractor will constitute a basis for a request for an equivalent extension of time for Consultant. The Parties agree that federal reimbursement of extra compensation must be approved in advance as described in Exhibit "B", attached and incorporated herein by this reference.
- 4.5.8 Consultant shall complete the sampling and testing type, method and frequency according to the current State of Nebraska Manuals, including the Materials Sampling Guide and the State Standard Methods of Tests ([www.transportation.nebraska.gov](http://www.transportation.nebraska.gov)), and the Construction Contract Documents. For sampling or testing issues or situations that are not covered in the Construction Contract Documents or the Manuals, Consultant shall notify LPA, or State on behalf of LPA, provide its advice and request that LPA, or State on behalf of LPA, decide what testing type, method or frequency should be applied for this project. Any test methods or procedures that are proposed to be used and are not covered by State procedures must receive prior concurrence for use from State and FHWA.
- 4.5.9 Any person logging onto the NDOT network with a VPN Connection and logging onto SiteManager must log-in using only that person's credentials. Logging in using someone else's credentials is not allowed on a State or Local Federal-aid project.

#### **SECTION 5. STAFFING PLAN (CE)**

- 5.1 Consultant has provided LPA and State with a Staffing Plan, described in Exhibit "A", attached and incorporated herein by this reference. The Staffing Plan identifies the employees of Consultant who are anticipated to provide services under this Task Order. Consultant understands that LPA and State are relying on key personnel from Consultant's Staffing Plan to be primarily responsible for completing the Services under this Task Order. LPA and State consider the Principals, Senior level staff, Project Managers, Team Leaders or other similar classifications, to be the key personnel for the services provided. While providing Services under this Task Order. During construction, Consultant may make occasional temporary changes to the key personnel. However, any permanent change to the key personnel will require prior written approval from LPA and State.

- 5.2 Personnel who are added to the Staffing Plan as replacements must be persons of comparable training and experience. Personnel added to the Staffing Plan as new personnel and not replacements must be qualified to perform the intended services. Failure on the part of Consultant to provide acceptable replacement personnel or qualified new personnel to keep the services on schedule will be cause for termination of this Task Order, with settlement to be made as provided in Exhibit "B", attached and incorporated herein by this reference.

**SECTION 6. NEW EMPLOYEE WORK ELIGIBILITY STATUS**

- 6.1 Consultant agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Consultant agrees to contractually require any subconsultants to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.
- 6.2 The undersigned duly authorized representative of Consultant, by signing this Task Order, hereby attests to the truth of the following certifications, and agrees as follows:
- Neb.Rev.Stat. § 4-114. I certify compliance with the provisions of Section 4-114 and, hereby certify that this Consultant shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. I agree to require all subconsultants, by contractual agreement, to require the same registration and verification process.
- 6.3 If Consultant is an individual or sole proprietorship, the following applies:
- a. Consultant must complete the United States Citizenship Attestation form and attach it to this Task Order. This form is available on the Department of Transportation's website at <http://dot.nebraska.gov/media/2802/dr289.pdf>.
  - b. If Consultant indicates on such Attestation form that he or she is a qualified alien, Consultant agrees to provide the US Citizenship and Immigration Services documentation required to verify Consultant lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
  - c. Consultant understands and agrees that lawful presence in the United States is required and Consultant may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

**SECTION 7. FEES AND PAYMENTS**

- 7.1 Consultant's fee proposal is attached as Exhibit "B", attached and incorporated herein by this reference.
- 7.2 The general provisions concerning payment under this Task Order are set out on Exhibit "B".

- 7.3 For performance of the services as described in this Task Order, Consultant will be paid a **fixed-fee-for-profit** of \$8,971.30 and up to a maximum amount of \$80,505.08 for actual costs in accordance with Exhibit "B". The total Task Order amount is \$89,476.38.

**SECTION 8. SUSPENSION OR TERMINATION** (CE Task Order, Unique)

8.1 Suspension or Termination

LPA, or State on LPA's behalf, has the absolute and exclusive right to suspend the work, or terminate this Task Order at any time and for any reason and such action on its part will in no event be deemed a breach of this Task Order by LPA, or State on LPA's behalf. Without limiting the rights set out in this section, the following is a non-exclusive list of the examples of the circumstances under which this Task Order may be suspended or terminated:

- a. A loss, elimination, decrease, or re-allocation of funds that, in the sole discretion of LPA, or State on LPA's behalf, make it difficult, unlikely or impossible to have sufficient funding for the Services or the project;
- b. LPA, or State on LPA's behalf, abandons the Services or the project for any reason;
- c. Funding priorities of LPA, or State on LPA's behalf, have changed;
- d. LPA, or State on LPA's behalf, determines, in its sole discretion, that the interests of LPA, or State on LPA's behalf, are best protected by suspension or termination of this Task Order;
- e. Consultant fails to meet the schedule, milestones, or deadlines established in this Task Order or agreed to in writing by the Parties;
- f. Consultant fails to provide acceptable replacement personnel or qualified new personnel as determined by LPA, or State on LPA's behalf;
- g. Consultant has not made sufficient progress to assure that the Services are completed in a timely manner;
- h. Consultant fails to meet the standard of care applicable to the Services;
- i. Consultant fails to meet the performance requirements of this Task Order;
- j. Consultant's breach of a provision of this Task Order or failure to meet a condition of this Task Order;
- k. Consultant's unlawful, dishonest, or fraudulent conduct in Consultant's professional capacity;
- l. Consultant fails to complete the project design in a form that is ready for letting a contract for construction according to the approved contract documents, including, but not limited to, project plans and specifications;

8.2.1 Suspension

- a. Suspension for Convenience. LPA, or State on LPA's behalf, may suspend for convenience by giving Consultant notice of the date of suspension, which date will be no fewer than three (3) business days after notice is given. Such notice will provide the reason(s) for such suspension. Consultant will not be compensated for any Services completed or costs incurred after the date of suspension. Consultant shall provide LPA, or State on LPA's behalf, a detailed summary of the current status of the Services completed and an invoice of all costs incurred up to and including the date of suspension.

- b. Suspension for Cause. If LPA, or State on LPA's behalf, suspends Consultant's work for cause or for issues related to performance, responsiveness or quality that must be corrected by Consultant, LPA, or State on LPA's behalf, will give Consultant notice of the date of suspension, which date will be no fewer than three (3) business days after notice is given. LPA's notice of suspension, or State's notice of suspension on LPA's behalf, will provide Consultant with the reason(s) for the suspension, a timeframe for Consultant to correct the deficiencies, and when applicable, and a description of the actions that must be taken for LPA, or State on LPA's behalf, to rescind the suspension. Consultant's right to incur any additional costs will be suspended at the end of the day of suspension and will continue until all remedial action is completed to the satisfaction of LPA, or State on LPA's behalf. Failure to correct the deficiencies identified in a suspension will be grounds for termination of this Task Order.

### 8.3 Termination

If LPA, or State on LPA's behalf, terminates this Task Order, LPA, or State on LPA's behalf, shall give Consultant notice of the date of termination, which shall be no fewer than three (3) business days after notice is given. Notice of termination from LPA, or State on LPA's behalf, shall provide Consultant with a description of the reason(s) for the termination. Notice from LPA, or State on LPA's behalf, must specify when this Task Order will be terminated along with the requirements for completion of the work under this Task Order. Consultant's right to incur any additional costs shall cease at the end of the day of termination or as otherwise provided by LPA, or State on LPA's behalf.

### 8.4 Compensation upon suspension or termination

If LPA, or State on LPA's behalf, suspends the work or terminates this Task Order, Consultant must be compensated in accordance with the provisions set out in Exhibit "B", provided however, that in the case of suspension or termination for cause or for Consultant's breach of this Task Order, LPA, or State on LPA's behalf, will have the power to suspend payments, pending Consultant's compliance with the provisions of this Task Order. In the event of termination of this Task Order for cause, LPA, or State on LPA's behalf, may make the compensation adjustments set out in Exhibit "B".

## **SECTION 9. SECTIONS INCORPORATED BY REFERENCE**

LPA and Consultant agree to be bound by and hereby incorporate by this reference as if fully set forth herein, Sections 11 through 13, and 15 through 28 of the On-Call Professional Services Master Agreement (BK1806) between the Nebraska Department of Transportation and Consultant, dated February 5, 2018 with one recurring change:

LPA and Consultant agree to meet the requirements of all incorporated provisions and represent that by signing this Task Order, they expressly certify to any required certifications contained in those provisions. Although some of the provisions of the Master Agreement are incorporated herein by reference, it is understood that the State is not a party to this Task Order and has no obligations or duties under this Task Order, except for its duties acting on behalf of LPA.

## **SECTION 10. CONSULTANT CERTIFICATIONS**

- 10.1 The undersigned duly authorized representative of Consultant, by signing this Task Order, hereby reaffirms, under penalty of law, to the best of my knowledge and belief,

the truth of the certifications set out in SECTION 29. CONSULTANT CERTIFICATIONS of the Master Agreement, with one change:

“LPA, or State on LPA’s behalf” should be substituted in for any reference in that section of the Master Agreement to “State” unless the context would otherwise require.

- 10.2 Neb. Rev. Stat. § 81-1715(1). I certify compliance with the provisions of Section 81-1715 and, to the extent that this Task Order is a lump sum, specific rates of compensation, or actual cost-plus-a-fixed fee professional service agreement, I hereby certify that wage rates and other factual unit costs supporting the fees in this Task Order are accurate, complete, and current as of the date of this Task Order. I agree that this Task Order price and any additions thereto shall be adjusted to exclude any significant sums by which the LPA determines the agreement price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.

**SECTION 11. LPA CERTIFICATION**

- 11.1 By signing this Task Order, I do hereby certify that, to the best of my knowledge, Consultant or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this Task Order to:
- (a) employ or retain, or agree to employ or retain, any firm or person, or
  - (b) pay or agree to pay to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind.
- 11.2 I acknowledge that this certification is to be furnished to the FHWA, upon their request, in connection with this Task Order involving participation of Federal-Aid highway funds and is subject to applicable state and federal laws, both criminal and civil.



**Exhibit "A"**  
**SCOPE OF SERVICES**

**CONSTRUCTION ENGINEERING**  
**for**

**Project Name: Arlington SRTS**  
**Project Number: SRTS-89(29)**  
**Control Number: 22523**

**A. PROJECT DESCRIPTION**

This scope provides for construction engineering services for Arlington Safe Routes to School (SRTS) in Arlington (Washington County), Nebraska. The project consists of the following improvements: sidewalk and curb ramp construction.

JEO Consulting Group Inc., (Consultant) shall serve as agent for Village of Arlington, (LPA), representing the LPA in all matters related to construction engineering services for this project.

It shall be the responsibility of the Consultant to administer, monitor, and inspect construction such that the project is constructed in conformity with the plans, specifications, and special provisions.

The Consultant shall inspect the Contractor's work to determine the progress and quality of work identify discrepancies, report significant discrepancies to the LPA and Department, and direct the Contractor to correct such observed discrepancies.

**B. APPLICABLE PUBLICATIONS**

Work shall be done in accordance with the following materials as currently adopted at the time of letting:

1. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
2. The ASTM Standards
3. NDOT Materials Sampling Guide
4. NDOT Construction Manual
5. NDOT Standard Specifications for Highway Construction
6. Project Plans
7. Contract Special Provisions
8. Manual on Uniform Traffic Control Devices (MUTCD) and NDOT's supplement to the MUTCD.
9. NDOT Final Review Manual
10. NDOT Standard Method of Tests for Laboratory and Field

**C. LPA SHALL PROVIDE**

The LPA, on an as needed basis, will furnish the following documents for the project.

1. Project description
2. Electronic Construction Plan files including current aerial photographs with project alignment, existing and new rights-of way (ROW) and easements, and LOC, if available
3. Two copies of the Plans and Special Provisions
4. Roadside safety guidelines (Survey Crew Traffic Control Policy, see NDOT website)
5. Survey Field Books with control points and bench marks
6. NEPA Document
7. Other

These documents may be provided in either paper or electronic format.

## D. CONSULTANT SHALL PROVIDE

1. Project Management and Coordination. This task includes activities to initiate and monitor project schedules, workload assignments and internal cost controls throughout the project. Also included are efforts to prepare and process invoices and monthly progress reports; prepare project correspondence with the LPA and/or NDOT; maintain project records; and perform other duties of the Project Manager as defined in the NDOT Standard Specifications for Highway Construction.
  - 1.1 Project Management activities shall include the following:
    - Project Management – Provide management of project including staffing, scheduling, invoicing, progress reports, and coordination with designer.
    - Prepare Change Orders and submit copies to the appropriate parties for approval and full execution.
    - Maintain detailed Project Records and keep them current. All records shall be available at the LPA's office.
    - Generate contractor's progress and final Estimates in Site Manager
    - Review Contractor's Construction Schedule
    - Coordinate with LPA and RC regarding all project activities.
    - Make entries of project data and diary information into Site Manager on a daily basis. Insure that inspectors and lab personnel are maintaining appropriate daily work reports and all material records.
  
2. Meetings. Project staff will meet with the LPA, the Contractor, and NDOT when requested by the State, and prepare minutes of the meeting. For some projects, a public meeting may be held and the consultant's attendance may be required.
  - 2.1 Construction Inspection Planning Meeting - The LPA shall coordinate this meeting prior to start of construction to ensure roles and responsibilities are clear. Attendees should include the LPA RC, construction inspection personnel and NDOT State Representative.
    - This meeting would take place immediately before or after the pre-construction meeting.
  - 2.2 Pre-Construction Meeting - Prepare the agenda, attend, and distribute meeting notes.
  - 2.3 Construction Progress Meetings - Prepare the agenda, attend, and conduct periodic progress meetings with the LPA and/or NDOT personnel, contractor, sub-contractors, utility personnel, and other agencies affected by the project. FHWA shall be included for full Federal oversight projects. There will be approximately 4 meetings.
  - 2.4 Project Flyer Preparation & Distribution - Consultant would prepare for LPA/NDOT review and approval a project flyer that would be handed out to adjacent residents prior to the start of construction by LPA. The flyer would include information on project schedule, items of work and contacts for the Contractor, Construction Engineering Consultant and LPA.
  - 2.5 Assume 5 trips to the project site for meetings.
  
3. Traffic Control Plan. Consultant shall prepare a traffic control plan for the project site. These plan sheet(s) are to be signed by a Professional Engineer licensed in the State of Nebraska. Traffic Control plans shall be reviewed by the State Representative prior to placing in service (Owner will use checklist 12-72 to audit and document the Consultant's completion of this activity). Once the plans are completed, they are to be submitted to the Person of Responsible Charge (RC).
  - 3.1 Prepare Traffic Control Plan in accordance to NDOT Standard Plans, MUTCD and the NDOT Supplement to the MUTCD. Sign and seal plans.
  - 3.2 Submit Plans to the RC for their records.

4. SWPPP Inspections/Manual Updates. Consultant shall conduct inspections bi-weekly and after every ½" or greater rain event according to permit regulations. The Stormwater Pollution Prevention Plan (SWPPP) Manual shall be updated according to NDOT and/or LPA requirements.
- 4.1 Conduct 6 Inspections
  - 4.2 Update SWPPP Manual and Temporary Erosion Control Plan
  - 4.3 Assume 3 trips to the project site for SWPPP Inspections.
5. Construction Survey/Staking. The following tasks are required if the Consultant is providing Construction Surveying and Staking. This work shall be done in accordance with the NDOT Construction Manual.
- 5.1 Provide coordination of staking needs with Contractor.
  - 5.2 Consultant shall verify and re-establish if necessary the survey control used during the preliminary engineering.
  - ~~5.3 Stake limits of construction throughout project.~~
  - 5.4 Mark removals including pavement removal limits. Stake temporary construction easements obtained for this project.
  - ~~5.5 Provide slope stakes for grading~~
  - 5.6 Provide paving hubs. For structures storm sewer and pipe culverts, the consultant will provide grade stakes.
  - ~~5.7 Provide cross section for new culverts before providing a Culvert Order List to Contractor.~~
  - 5.8 Stake fence relocation and retaining wall at ends and approx. 50 foot intervals.
  - 5.9 Stake silt fence.
  - 5.10 Verify existing tie-in elevations and locations and adjust new pavement grades to meet existing pavement.
  - 5.11 Assume 7 trips to the project site for construction survey/staking.

All items will be staked one time. Except for re-staking required for staking done incorrectly, re-staking will be considered out-of-scope. Consultant will invoice the LPA for the re-staking. If re-staking is required because of the activities of the Contractor, the fee for re-staking will be withheld from Contractor payment.

6. Construction Consultation/Site Manager & Daily Work Report (DWR). Consultant shall contact RC/Designer as needed to obtain plan clarifications/interpretations. Maintain and review project materials and promptly enter information into Site Manager.
- 6.1 Construction Consultation/SiteManager & Daily Work Report (DWR)
    - Review and Enter Data into SiteManager
    - Maintain Project Field Diaries, Files, and Record data in SiteManager
    - Document and Review Daily Work Reports (DWRs)

Girder Shim Surveying. – Not Applicable

Perform Bearing Calculations. – Not Applicable

9. Construction Inspection. Consultant shall perform material sampling and testing and complete inspection work and project management in accordance with the references list in Section B of this Exhibit. Consultant shall assume the duties of "Inspector, (also referred to in the NDOT Construction Manual as "Construction Technician"), "Project Manager", and also "Engineer" (unless the context of use of the term "Engineer" would otherwise require), as those terms are defined and duties set out in the Standard Specifications for Highway Construction. Consultant shall assume that it is responsible for all duties of the "Engineer" unless notified otherwise by RC on behalf of LPA.
- 9.1 Construction Inspection: Duties for construction inspection will include, but are not limited to, the following items:
    - Conduct wage rate interviews and review payrolls for correctness and Davis-Bacon Wage Rate compliance

- Verify that the performance of the work is in conformance with the plans, specifications, and special provisions.
  - Conduct reviews for compliance with Disadvantaged Business Enterprise (DBE) commitments
  - The Consultant is required to create checklists to document assessment and compliance with all environmental commitments for the project. An Environmental Compliance Inspection Audit will be conducted by NDOT personnel. (NDOT will use checklist 12-20 to document the audit of the Consultant.) The environmental check list is to monitor and document construction activities for compliance with NEPA (Environmental Review Checklist, Section 404, NPDES, SWPPP, Threatened and Endangered Species, etc.)
  - NDOT will provide the Initial Threatened and Endangered Species surveys required as outlined in the conservation conditions; and follow up survey training for the Consultant's environmental inspection personnel. Follow-up surveys as may be required will be the responsibility of the Consultant. Any required surveys for compliance with the Migratory Bird Treaty Act will also be the responsibility of the Consultant. NDOT will not conduct these surveys.
  - The Consultant will provide NDOT 30 days advance notice of the need for the initial T&E surveys so that NDOT personnel can be scheduled to perform this work.
  - Review work zone traffic control devices daily and, at a minimum weekly interval, conduct a nighttime drive through review of temporary traffic control devices (per ATSSA Quality Standards for Work Zone Traffic Control Devices). Perform reflectivity check (DR form 481) of temporary devices at the start of construction activities and at six (6) month intervals or as conditions warrant.
  - Collect, sign/date, and file all delivery tickets and material certifications. All required material certifications shall be submitted to NDOT Materials & Research Division accompanied by a completed DR-12 sample ID form or Site Manager Sample Record ID.
  - Consultant shall forward shop drawings to the RC for review and approval by the design engineer. Shop drawing review is part of the scope of services for this construction engineering agreement
  - Draft and review change order or time extension request including explanation of the issue and resolution and the justification for accepted prices and forward to RC. Once reviewed by NDOT and FHWA, proceed with the approval process. Forward a signed hardcopy to NDOT for further processing.
  - Communicate and coordinate plan revisions and change orders with the Designer.
  - Prepare a field checked culvert order list
  - Prepare guardrail order list
  - Generate periodic progress estimates using SiteManager and forward to RC for further approval.
  - Review critical path schedule prepared by the Contractor for appropriateness and Current Controlling Operation (CCO) designation.
  - On bridge projects, the Inspector shall take periodic survey shots with the assistance of one of the Contractor's to ensure compliance with the plans. Locate permanent pavement markings
- 9.2 Measure, calculate, and document quantities of pay items
- 9.3 Keep all records and data up-to-date so that all necessary information appears on the Weekly Report of Working Days when they are generated at mid-week.
- 9.4 Assume 28 trips to the site for construction inspection

10. Perform Material Sampling and Testing. The Consultant shall perform material testing as required in accordance with the references list in Section B of this Exhibit. All testing and sampling personnel shall be certified to perform these duties in accordance with the NDOT Materials Sampling Guide section 28. All non-NDOT Laboratories shall be pre-qualified by

NDOT's Materials and Research Division to conduct the testing they are contracted to perform.

**NDOT SHALL PROVIDE:**

Typical testing done by NDOT Materials and Research's Central lab (sampling and delivery for these materials is done by Consultant and submitted to NDOT):

All Aggregate

- Quality and Soundness acceptance testing
- Gradation verification testing

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PG Binders & Emulsions

- All required acceptance testing

All Steel Products

- All testing required for heat number pre-approval and acceptance testing

Chemical Lab

- All required source pre-approval and acceptance testing

Smoothness

- NDOT will run all 10% verification testing for projects with Smoothness
- Specifications for pavement. NDOT will perform bridge smoothness testing on bridges receiving pavement on either side of the bridge

**CONSULTANT SHALL PROVIDE:**

(List of tests to be provided by NDOT)

- 10.1 Collect, verify, document and deliver all samples to testing lab
  - 10.2 Collect, verify, document and deliver a copy of all required material certifications to the NDOT Materials and Research Central Lab.
  - 10.3 Review and document test results of all samples and coordinate with owner for acceptance and incorporation into the project.
  - 10.4 Unsuitable soils or subgrade discovered during construction the agreement will be supplemented to allow the Consultant to evaluate the soils and determine an appropriate method of stabilization.
  - 10.5 Assume \_\_\_ trips to the project site for Material Sampling and Testing.
11. As-Built Drawings. Prepare As-built drawings according to the LPA manual and the current directions from the NDOT Final Review Section.
    - 11.1 As-Built Drawings
  12. Final Inspections. Consultant shall prepare a punch list of items for the project site and conduct a final project walk-through inspection with the LPA RC and NDOT State Representative to verify that corrective work identified on the punch list has been completed.
    - 12.1 Walkthrough of Site and Preparation of Punch List
    - 12.2 Review Project to verify that Punch List work has been completed (Owner will use LPA Manual checklist 12-75 to audit and document the Consultant's completion of this activity)
  13. Project Closeout. Assist RC with compiling project construction records as requested. Assemble and transmit Final Construction Records to LPA RC in paper format (printed single sided), including:
    - 13.1 Project Closeout activities shall include the following:
      - Project Manager's Final Estimate
      - Copy of Consultant PM's (representing LPA) Concurrence/Non-Concurrence Letter w/ Certified Mail Receipt Enclosed.
      - Copy of Contractor's signed Concurrence/Non-Concurrence Letter
      - Memo of Major Item Review

- Memo of Time Allowance Review (Required only if the Contractor has overrun on the Contract Time Allowance.)
- Borrow Site Memo
- City Agreement Letter
- Project Completion Memo - The Consultant's PM should perform this in an e-mail to the NDOT Rep with the required information – check with the NDOT Rep for this. The Consultant should ensure that the LPA RC sends a letter of Tentative Acceptance (per NDOT format) to the Contractor – send copies to the NDOT Rep.
- Sign Deduction Memo (If required)
- Material Review Memo
- SiteManager PM Diary Report
- SiteManager Contract Item Report for all Contract Items
- All NDOT Spreadsheets and Workbooks used for Contract Item supportive documentation.
- All Contractor-provided Asphalt QA/QC Test Results (asphalt projects)
- Project Culvert Field Book with information per the NDOT Construction Manual
- Signed and stamped As Built Plans (full size)
- Copy of Evaluation(s) of Contractor
- LPA CE Project Closeout Checklist (LPA Manual Checklist 14-10)
- Deliver Final Construction Records to LPA RC, including Form DR-299 - Project Construction Conformity Certification and ensure that the LPA RC completes the LPA RC Project Closeout Checklist (LPA Manual checklist 14-20 and includes it in the Final Records provided to the NDOT State Representative for review)

14.

#### E. SCHEDULE

1. Notice to Proceed: March 12, 2018
2. The Consultant shall provide a schedule of activities and deliverables upon award

## MASTER SERVICES AGREEMENT

### TASK ORDER

This **TASK ORDER** is issued under the **MASTER SERVICES AGREEMENT** (dated 09/08/2005, agreement reference number Z0505121) between JEO Consulting Group Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Arlington SRTS project ("Project"), as described in the Project Information section of the Consultant's Task Order Proposal dated 02/23/2018 ("Task Order Proposal") unless the Project is otherwise described below or in Exhibit A to this Task Order (which section or Exhibit are incorporated into this Task Order). This Task Order is incorporated into and part of the Master Services Agreement.

#### 1. Project Information

The project will consist of the construction of about 1,846sy of concrete-paved sidewalks, driveways, and intersections. A soil nail retaining wall will also be constructed along the southwest corner of the Arlington Public Schools track. Site grading for the project will include about 3 feet of cut and less than 1 foot of fill.

**2. Scope of Services** The scope of Services to be provided under this Task Order are described in the Scope of Services section of the Consultant's Task Order Proposal, unless Services are otherwise described below or in Exhibit B to this Task Order.

Based on our review of the project plans January 16, 2018, we understand the scope of the on-call services includes:

- Earthwork observation and compaction testing
  - Pavement subgrade preparation
- Laboratory soil/aggregate testing
  - Standard Proctors
  - Atterberg limits
- Soil nail wall installation observation and testing
  - Verification testing (verification test setup by contractor)
    - Observation of verification testing on two non-production soil nails to 200 percent the design load
    - Testing will be in accordance with project specifications
  - Proof testing (proof test setup by contractor)
    - Observation of proof testing on 5 percent of production soil nail to 150 percent the design load
    - Testing will be in accordance with project specifications
  - Soil nail installation observation
    - Location and orientation
    - Drilled depth and geology
    - Reinforcing steel placement
    - Grout installation
  - Soil nail grout field and laboratory testing
    - One set of three 2" cubes will be cast per day
    - Laboratory compressive strength of grout cubes
  - Shotcrete field and laboratory testing (two shotcrete panels provided by contractor)
    - Nine cores will be obtained from each shotcrete panel
    - Laboratory compressive strength testing of cores
    - Boiled absorption of cores
- Portland cement concrete field and laboratory testing
  - Casting of 4 cylinders and performing slump & air content testing every 100cy
  - Laboratory testing
    - Compressive strength of concrete
- Project Management
  - Attendance at pre-construction and project meetings at Client's request
  - Supervision of laboratory and field services
  - Preparation and review of project reports and monthly invoices

If we have misunderstood any aspect of the proposed project, please advise us at once so we can evaluate the scope of services and make any necessary adjustments. We will confirm your request by sending you a short supplement form that states the additional services, making them part of the original agreement.

**3. Compensation** Client shall pay compensation for the Services performed at the fees stated in the Task Order Proposal unless fees are otherwise stated below or in Exhibit C to this Task Order.



Based on our review of the referenced documents, our estimated cost to perform the proposed scope of services is \$13,659. A breakdown of our cost is provided in the attached Cost Estimate. For the purposes of developing this estimate, the quantities were estimated based on typical means and methods by contractors/subcontractors in this area.

It should be noted the Client would be billed only for the amount of service provided, i.e. Terracon will not bill for the total budget if the total booked is less than the budget. Please note this is only a budget estimate and not a not-to-exceed price. Many factors, including those out of our control, such as weather and the contractor's schedule, implementation of RFI's and/or ASI's, and how often we are called to the site, will dictate the final fee for our services. Furthermore, all costs associated with deviations, re-testing and re-inspections of failing items, on-site standby time, overtime, and short notice premiums are not included in our estimated cost.

Fees for services provided will be based on the attached Unit Rate Schedule. These rates will apply for the duration of the project

All terms and conditions of the **Master Services Agreement** shall continue in full force and effect. This Task Order is accepted and Consultant is authorized to proceed.

Consultant: Terracon Consultants, Inc.  
By:  Date: 2/27/2018  
Name/Title: Philip T. Schiele, P.G. / Department Manager  
Address: 15080 A Cir  
Omaha, NE 68144-5558  
Phone: (402) 330-2202 Fax: (402) 330-7606  
Email: Phil.Schiele@terracon.com

Client: JEO Consulting Group Inc  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title: Julie Ogden / Other  
Address: 142 W 11th St PO Box 207  
Wahoo, NE 68066  
Phone: (402) 443-4661 Fax: (402) 443-3508  
Email: jogden@jeo.com

Reference Number: P05181052

Proposal for Materials Testing and Special Inspection Services  
 Arlington SRTS ■ Arlington, Nebraska  
 February 27, 2018 ■ Terracon Proposal No. P05181052



**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
<b>EARTHWORK OBSERVATION AND TESTING</b>					
<b>Field Technician</b>					
Pavement Subgrade Preparation	10	1.00	\$53.00	hour	\$530.00
<b>Trip Charge*</b>					
Technician	10		\$125.00	visit	\$1,250.00
			<b>Subtotal =</b>		<b>\$1,780.00</b>
<b>LABORATORY SOIL TESTING</b>					
Standard Proctor, soil	2		\$140.00	each	\$280.00
Atterberg Limits	2		\$90.00	each	\$180.00
<b>Field Technician</b>					
Proctor Sample Pickup	1	2.00	\$53.00	hour	\$106.00
<b>Trip Charge*</b>					
Technician	1		\$125.00	visit	\$125.00
			<b>Subtotal =</b>		<b>\$691.00</b>
<b>SOIL NAIL WALL INSTALLATION OBSERVATION &amp; TESTING</b>					
<b>Project Engineer</b>					
Monitoring of Verification Test	1	4.00	\$125.00	hour	\$500.00
Monitoring of Proof Test	1	6.00	\$125.00	hour	\$750.00
<b>Special Inspection Technician</b>					
Monitoring of Soil Nail Installation	4	8.00	\$55.00	hour	\$1,760.00
Monitoring of Soil Nail Installation (OT)	4	2.00	\$82.50	hour	\$660.00
<b>Laboratory testing</b>					
Compressive Strength of Soil Nail Grout	12		\$20.00	test	\$240.00
Shotcrete Testing (includes coring, compressive strength, and boiled absorption)	2		\$450.00	panel	\$900.00
<b>Trip Charge*</b>					
Technician	4		\$125.00	visit	\$500.00
Project Manager/Project Engineer	2		\$225.00	visit	\$450.00
			<b>Subtotal =</b>		<b>\$5,760.00</b>

Responsive ■ Resourceful ■ Reliable

Proposal for Materials Testing and Special Inspection Services  
 Arlington SRTS ■ Arlington, Nebraska  
 February 27, 2018 ■ Terracon Proposal No. P05181052



**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/ service	Rate	Unit	Cost
<b>PORTLAND CEMENT CONCRETE TESTING</b>					
<b>Field Technician</b>					
<i>Standard testing (temp, slump, air content, cylinders)</i>					
Casting of 1 Set of 4 Cylinders	10	1.25	\$53.00	hour	\$662.50
<b>Trip Charge*</b>					
Technician	10		\$125.00	visit	\$1,250.00
Compressive Strength Sample Pickup	4		\$145.00	visit	\$580.00
<b>Laboratory testing</b>					
Compressive Strength of Concrete	40		\$16.00	test	\$640.00
<b>Subtotal =</b>					<b>\$3,132.50</b>

<b>PROJECT MANAGEMENT</b>					
<b>Project Administration</b>					
Project Coordinator	10		\$60.00	hour	\$600.00
Project Manager	12		\$105.00	hour	\$1,260.00
Senior Engineer	3		\$145.00	hour	\$435.00
<b>Subtotal =</b>					<b>\$2,295.00</b>

**TOTAL ESTIMATED FEE**

**ESTIMATED TOTAL = \$13,659.00**

\*The representative's travel time, vehicle, and mileage (only) are combined into a Trip Charge. Multiple services may be provided during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can be revised if necessary.

Responsive ■ Resourceful ■ Reliable

# Staffing Plan (CPFF)

# Construction Engineering

**Project Name:** Arlington SRTS **Project Number:** SRTS-89(29)  
**Consultant:** JEO Consulting Group Inc. **Control Number:** 22523  
**Consultant PM:** Jon Mooberry, jmooberry@jeo.com  
**LPA RC:** n/a  
**NDOT PC:** \_\_\_\_\_  
**Date:** February 28, 2018



#	Code	Classification	#	Code	Classification
1	PR	Principal	6	SCM	Survey Crew Member
2	PM	Project Manager	7	INS1	Inspector 1 (Sr. Inspector)
3	ENG	Engineer	8	INS2	Inspector 2 (Inspector)
4	DES	Designer/CADD Tech	9	ADM	Administrative
5	SCC	Survey Crew Chief	10	ES	Environmental Scientist

<b>Overhead Rate<sup>[1]</sup></b>
185.33%
<b>Fee for Profit Rate<sup>[2]</sup></b>
13.45%
<b>FCCM (if applicable)</b>
0.62%

## BLENDED RATES TABLE

Template: T-WB-B1 CPFF (rev 10-8-15)

Employee Name	Job Title & Certifications <sup>[3]</sup>	Hourly Salary Rate <sup>[4]</sup>	% Assigned
<b>Principal</b>			
		<b>Blended Rate:</b>	
<b>Project Manager</b>			
<u>Jon Mooberry, PE</u>	<u>Project Manager</u>	<u>\$46.80</u>	<u>100%</u>
		<b>Blended Rate:</b>	<b>\$46.80</b>
<b>Engineer</b>			
<u>Scott Cowles, PE</u>	<u>Project Engineer/Sr. Inspector</u>	<u>\$46.95</u>	<u>100%</u>
		<b>Blended Rate:</b>	<b>\$46.95</b>
<b>Designer/CADD Tech</b>			
<u>Charles McFarland</u>	<u>Engineering Tech.</u>	<u>\$40.38</u>	<u>50%</u>
<u>Ryan O'Toole</u>	<u>Surveyor</u>	<u>\$32.87</u>	<u>50%</u>
		<b>Blended Rate:</b>	<b>\$36.63</b>
<b>Survey Crew Chief</b>			
<u>Josh Borchers, LS</u>	<u>Surveyor</u>	<u>\$39.12</u>	<u>25%</u>
<u>Matt Fouts, LS</u>	<u>Surveyor</u>	<u>\$37.86</u>	<u>25%</u>
<u>Dean Fiala, LS</u>	<u>Surveyor</u>	<u>\$34.62</u>	<u>25%</u>
<u>Marv Svoboda, LS</u>	<u>Surveyor</u>	<u>\$30.19</u>	<u>25%</u>
		<b>Blended Rate:</b>	<b>\$35.45</b>
<b>Survey Crew Member</b>			
<u>Joey Gregg</u>	<u>Survey Tech</u>	<u>\$24.32</u>	<u>20%</u>
<u>Nick Frey</u>	<u>Survey Tech</u>	<u>\$21.88</u>	<u>20%</u>
<u>Kenny Taft</u>	<u>Survey Tech</u>	<u>\$28.18</u>	<u>20%</u>
<u>Heath Howser</u>	<u>Survey Tech</u>	<u>\$24.10</u>	<u>20%</u>
<u>Alex Kraenow</u>	<u>Survey Tech</u>	<u>\$17.85</u>	<u>20%</u>
		<b>Blended Rate:</b>	<b>\$23.27</b>
<b>Inspector 1 (Sr. Inspector)</b>			
<u>Scott Cowles, PE</u>	<u>Project Engineer/Sr. Inspector</u>	<u>\$46.95</u>	<u>70%</u>
<u>Brent Ciecior, PE</u>	<u>Project Engineer/Sr. Inspector</u>	<u>\$35.09</u>	<u>30%</u>
		<b>Blended Rate:</b>	<b>\$43.39</b>
<b>Inspector 2 (Inspector)</b>			
<u>Justin Insinger, EI</u>	<u>Project Engineer/Inspector</u>	<u>\$32.06</u>	<u>10%</u>
<u>Jennifer Hagan, EI</u>	<u>Project Engineer/Inspector</u>	<u>\$31.82</u>	<u>30%</u>
<u>Alexa Hazelton, EI</u>	<u>Project Engineer/Inspector</u>	<u>\$30.80</u>	<u>30%</u>
<u>Ben Fischer, EI</u>	<u>Project Engineer/Inspector</u>	<u>\$30.29</u>	<u>30%</u>
		<b>Blended Rate:</b>	<b>\$31.08</b>
<b>Administrative</b>			
<u>Evelyn Jansa</u>	<u>Administrative Assistant</u>	<u>\$27.26</u>	<u>100%</u>
		<b>Blended Rate:</b>	<b>\$27.26</b>
<b>Environmental Scientist</b>			
<u>Jason Morovitz</u>	<u>Environmental Scientist</u>	<u>\$41.90</u>	<u>20%</u>
<u>Miranda Cynova</u>	<u>Jr. Environmental Scientist</u>	<u>\$26.25</u>	<u>40%</u>
<u>Brandon Esch</u>	<u>Jr. Environmental Scientist</u>	<u>\$23.98</u>	<u>40%</u>
		<b>Blended Rate:</b>	<b>\$28.47</b>

# Consultant's Estimate of Hours

# Construction Engineering

Project Name: Arlington SRTS  
 Consultant: JEO Consulting Group Inc.  
 Consultant PM: Jon Mooberry, jmooberry@jeo.com  
 NDOT PC: \_\_\_\_\_  
 Date: February 28, 2018

Project Number: SRTS-89(29)  
 Control Number: 22523

TASKS	PERSONNEL CLASSIFICATIONS											
	PR	PM	ENG	DES	SCC	SCM	INS1	INS2	ADM	ES	Total	
<b>1. Project Management &amp; Coordination</b>		38										38
1.1 Project Management		38										38
<b>2. Meetings</b>		5					16	20	2			43
2.1 Construction Inspection Planning Meeting		1					1					2
2.2 Pre-Construction Meeting		2					3	4				9
2.3 Construction Progress Meetings							4	8				12
2.4 Public Meeting (If Required)									2			2
2.5 Trips to Site (Travel Time) for Meetings		2					8	8				18
<b>3. Traffic Control Plan</b>		1	7	6								14
3.1 Prepare Traffic Control Plan		1	6	6								13
3.2 Sign and Submit Plans to the RC			1									1
<b>4. SWPPP Inspections/Manual Updates</b>							8	10				18
4.1 Conduct Inspections							3	3				6
4.2 Update SWPPP Manual							3	3				6
4.3 Trips to Site (Travel Time) for SWPPP Inspections							2	4				6
<b>5. Construction Survey/Staking</b>					74	70	20					164
5.1 Provide coordination of staking needs w/ Contractor					4							4
5.2 Verify and re-establish the survey control, if needed					8	8						16
5.3 Stake limits of construction throughout project					NOT APPLICABLE							
5.4 Mark removal limits. Stake ROW & const easements					3	3	8					14
5.5 Provide slope stakes for grading					NOT APPLICABLE							
5.6 Provide paving hubs					40	40						80
5.7 Provide cross-section for new culverts					NOT APPLICABLE							
5.8 Stake retaining wall & fence					6	6	4					16
5.9 Stake silt fence							8					8
5.10 Verify exist tie-in elevations, adjust pavement grades					3	3						6
5.11 Trips to Site (Travel Time) for Const Survey/Staking					10	10						20
<b>6. Construction Consultation/Site Manager &amp; Daily Work Report (DWR)</b>		10										10
6.1 Construction Consultation/Site Manager & DWR		10										10
<b>7. Girder Shim Surveying (Bridge Projs Only)</b>												
7.1 Girder Shim Surveying					NOT APPLICABLE							
<b>8. Perform Bearing Calculations</b>												
8.1 Perform Bearing Calculations					NOT APPLICABLE							
<b>9. Construction Inspection</b>							146	122		10		278
9.1 Construction Inspection							91	70		10		171
9.2 Measure, calculate, and document qty of pay items							18	24				42
9.3 Maintain records/data, prepare Weekly Report of WDs							10	10				20
9.4 Trips to Site (Travel Time) for Const Inspection							27	18				45
<b>10. Perform Material Sampling and Testing</b>												
10.1 Collect, verify, document, deliver all samples to test lab					To be completed by Terracon Consultants							
10.2 Provide all req'd material certs to the NDOR M&R Lab												
10.3 Review and document all test results of all samples												
10.4 Trips to Site (Travel) for Delivery & Collecting Samples												
<b>11. As-Built Drawings</b>		1		4			6	2				13
11.1 Prepare As-Built Drawings		1		4			6	2				13
<b>12. Final Inspections</b>		3					6					9
12.1 Walkthrough of Site and Preparation of Punch List		3					4					7
12.2 Review Project to verify Punch List has been completed							2					2
<b>13. Project Closeout</b>		4					15	30	2			51
13.1 Project Closeout		4					15	30	2			51
<b>Total Days</b>		7.75	0.88	1.25	9.25	8.75	27.1	23	0.5	1.3		80
<b>Total Hours</b>		62	7	10	74	70	217	184	4	10		638.0



**Notes & Assumptions**

**Construction Engineering**

**Project Name:** Arlington SRTS  
**Consultant:** JEO Consulting Group Inc.  
**Consultant PM:** Jon Mooberry, jmooberry@jeo.com  
**NDOT PC:** \_\_\_\_\_  
**Date:** February 28, 2018

**Project Number:** SRTS-89(29)  
**Control Number:** 22523

**Notes & Assumptions**

- SWPPP Document/Binder will be provided by Project Sponsor or Design Engineer
- CADD Files will be provided for use in staking
- Assumes that all shop drawings will be reviewed by the Design Engineer
- Assumes no bird surveys (completed by JEO Staff) will be required for swallows prior to tree removal
- Assumes no public meeting is required prior to construction
- Assumes that CE will prepare for village distribution to adjacent property owners a project information flyer with contact information and tentative project schedule prior to start of project
- Assumes construction progress meetings to occur on a weekly basis (6 meetings total)
- Assumes that stakes/hubs will only be provided for one side to construct sidewalk or trail at 25' centers and at P.C.'s, P.T.'s and radius points.
- Assumes that there is no DBE Goal for this project
- Assumes that there will be 3 routine (every other week) inspections and 3 rain event inspections over the life of the project for erosion control.
- For inspection hours - We are assuming 7 hour days for inspection.
- Assumes that there will be on average 4 hours of project management per week for 5 weeks during construction and 3 hours per week for the pre and post construction timeframe of 6 weeks

# Project Cost & Breakdown

# Construction Engineering

**Project Name:** Arlington SRTS  
**Consultant:** JEO Consulting Group Inc.  
**Consultant PM:** Jon Mooberry, jmooberry@jeo.com  
**NDOT PC:** \_\_\_\_\_  
**Date:** February 28, 2018

**Project Number:** SRTS-89(29)  
**Control Number:** 22523

LABOR COSTS			
Classification	Hours	Specific Rate	Amount
Principal			
Project Manager	62	\$46.80	\$2,901.60
Engineer	7	\$46.95	\$328.65
Designer/CADD Tech	10	\$36.63	\$366.30
Survey Crew Chief	74	\$35.45	\$2,623.30
Survey Crew Member	70	\$23.27	\$1,628.90
Inspector 1 (Sr. Inspector)	217	\$43.39	\$9,415.63
Inspector 2 (Inspector)	184	\$31.08	\$5,718.72
Administrative	4	\$27.26	\$109.04
Environmental Scientist	10	\$28.47	\$284.70
<b>Subtotal</b>			<b>\$23,376.84</b>

DIRECT EXPENSES		Amount
Subconsultants:		\$13,659.00
Printing And Reproduction:		
Mileage/Travel:		
Lodging/Meals:		
Material Testing:		
<b>Subtotal</b>		<b>\$13,659.00</b>

TOTAL PROJECT COSTS		Amount
Labor Costs		\$23,376.84
Overhead @ 185.33%		\$43,324.30
Total Labor Costs		\$66,701.14
Fee for Profit Rate @ 13.45%		\$8,971.30
Facility Capital Cost of Money (FCCM) @ 0.620% (direct labor cost x FCCM%)		\$144.94
Direct Expenses		\$13,659.00
<b>TOTAL COST</b>		<b>\$89,476.38</b>

LABOR COST BY MAJOR TASKS	Direct Labor	Overhead	Profit	Amount
1. Project Management & Coordination	\$1,778.40	\$3,295.91	\$682.49	\$5,756.80
2. Meetings	\$1,604.36	\$2,973.36	\$615.70	\$5,193.42
3. Traffic Control Plan	\$595.23	\$1,103.14	\$228.43	\$1,926.80
4. SWPPP Inspections/Manual Updates	\$657.92	\$1,219.32	\$252.49	\$2,129.73
5. Construction Survey/Staking	\$5,120.00	\$9,488.90	\$1,964.90	\$16,573.79
6. Construction Consultation/Site Manager & Daily	\$468.00	\$867.34	\$179.60	\$1,514.95
7. Girder Shim Surveying (Bridge Projs Only)				
8. Perform Bearing Calculations				
9. Construction Inspection	\$10,411.40	\$19,295.45	\$3,995.57	\$33,702.42
10. Perform Material Sampling and Testing				
11. As-Built Drawings	\$515.82	\$955.97	\$197.96	\$1,669.74
12. Final Inspections	\$400.74	\$742.69	\$153.79	\$1,297.22
13. Project Closeout	\$1,824.97	\$3,382.22	\$700.37	\$5,907.55
14. Other				
	<b>\$23,376.84</b>	<b>\$43,324.30</b>	<b>\$8,971.30</b>	<b>\$75,672.44</b>

**1. PAYMENT METHOD**

Payments under this Agreement will be made based on a Cost Plus Fixed Fee for Profit (CPFF) payment method. Consultant will be paid for acceptable actual services performed plus a fixed fee for profit in accordance with Section 4. PAYMENTS.

**2. TOTAL AGREEMENT AMOUNT**

For completion of the services as outlined in this Agreement, Consultant will be paid up to the following amounts:

- \$ 80,505.08 for actual services performed and direct expenses.
- \$ 8,971.30 for a fixed fee for profit
- \$ 89,476.38 total agreement amount. Consultant's total compensation shall not exceed this maximum amount without prior written approval of State.

**3. FIXED FEE FOR PROFIT**

The fixed fee for profit is computed upon the negotiated direct labor and overhead costs. The fixed fee for profit is not allowable upon direct non-labor costs. For each invoicing period, the fixed fee for profit is calculated by multiplying the sum of the actual direct labor and overhead costs invoiced by the negotiated fee for profit rate of 13.45%. Upon completion of the services outlined in this Agreement, the Consultant may invoice the State any remaining fixed fee for profit not previously invoiced, up to the maximum fixed fee for profit of \$8,971.30. The total fixed fee for profit eligible to be paid to consultant does not vary with actual costs, but may be increased or decreased as a result of scope changes in the agreement. If all of the services under this agreement are not completed for any reason, the fixed fee for profit may be adjusted based on the State's determination of the actual percentage of services completed.

**4. ALLOWABLE COSTS**

Payment for Services under this Agreement will be made based on the payment method identified in Section 1. PAYMENT METHOD, up to the maximum amount identified in Section 2. TOTAL AGREEMENT AMOUNT. Allowable costs include direct labor costs, Subconsultant costs and other direct non-labor costs, and overhead costs.

A. Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.

1) Hourly Rates: For hourly employees, the hourly earnings rate shall be the employee's straight time hourly rate for the pay period in which the work was performed. If overtime hours are worked on this project, the premium pay portion of those hours is not allowable as a direct labor cost.

For salaried employees, the hourly earnings rate shall be their actual hourly rate as recorded in the Consultant's accounting books of record.

2) Time reports: The hours charged to the project must be supported by adequate time distribution records that clearly indicate the distribution of hours to all projects/activities on a daily basis for the entire pay period. Time reports must provide a clear identifying link to the projects: such as project description, project number, pertinent work phase, dates of service, and the individual's name and position. There must be an adequate system of internal controls in place to ensure that time charges are correct and have the appropriate supervisory approval.

B. Direct Non-Labor Costs: These costs include all necessary, actual, properly documented, and allowable costs related to the Consultant completing the Services. All costs must be supported by detailed receipts or invoices. Direct non-labor costs include, but are not limited to, the following:

*Transportation, mileage, lodging, and meals, subject to limitations specified below; Communication costs; Reproduction and printing costs; Special equipment and materials required for the project and approved by LPA, or State on LPA's behalf; Special insurance premiums if required solely for this Agreement; Subconsultant costs (includes Subconsultant's wages and direct non-labor costs); Such other allowable items as approved by LPA, or State on LPA's behalf.*

- 1) A non-labor cost charged as a direct cost cannot be included in Consultant's overhead rate. If for reasons of practicality, Consultant is treating a direct non-labor cost category, in its entirety, as an overhead cost, then costs from that category are not eligible to be billed to this project as a direct expense.
- 2) Subconsultant costs may not exceed the costs shown on the attached Consultant's Fee Proposal for each Subconsultant unless agreed upon by the Consultant and LPA, or State on *LPA's behalf*. Subconsultant costs (labor and direct non-labor costs) must have the same level of documentation as required for Consultant.
- 3) The following direct non-labor costs will be reimbursed at actual costs, not to exceed the rates as shown below.
  - a) TRANSPORTATION – Automobile rentals, air fares, and taxi/shuttle transportation will be actual reasonable cost and if discounts are applicable, the Consultant shall give LPA the benefit of all discounts. Receipts must be submitted with invoices.
  - b) MILEAGE – The reimbursement for mileage associated with the use of company owned vehicles will be the prevailing standard rate as established by the Internal Revenue Service (IRS) through its Revenue Procedures. Reimbursement for mileage associated with the use of a privately owned vehicle (POV), is limited to the lesser of:
    - (i) The mileage rate that the Consultant reimbursed to the person who submitted the claim for POV use, or
    - (ii) The prevailing standard rate as established by the IRS.
  - c) LODGING – The reimbursement for lodging rates will be limited to the prevailing standard rate as indicated on the U.S. General Services Administration's (GSA) website at <http://www.gsa.gov/portal/category/100120>. Consultant shall give State the benefit of all lodging discounts. Receipts must be submitted with invoices.
  - d) MEALS – The reimbursement for meals will be limited to the prevailing standard rate as indicated on the GSA website noted above. Expenses for alcoholic beverages are not allowed. Consultant shall give State the benefit of all meal discounts.
    - (i) For Consultant and its employees to be eligible for the meal allowance, the following criteria must be met.

Breakfast:

      - Employee is required to depart at or before 6:30 a.m., or
      - Employee is on overnight travel.

Lunch:

- Employee must be on overnight travel. No reimbursement for same day travel.
- Employee is required to leave for overnight travel at or before 11:00 a.m., or
- Employee returns from overnight travel at or after 2:00 p.m.

Dinner:

- Employee leaves for overnight travel at or before 5:00 p.m. or
- Employee returns from overnight travel or work location at or after 7:00 p.m., or
- Employee is on overnight travel.

- (ii) Meals are not eligible for reimbursement if the employee eats within 20 miles of the headquarters town of the employee.
- (iii) Meal receipts must itemize all food and drink purchased. A credit card receipt alone is not sufficient documentation.
- (iv) Reimbursement for meal gratuities/tips will be whatever is usual, or customary, but will not exceed 20 percent.

- C. Overhead Costs include indirect labor costs, indirect non-labor costs, and direct labor additives that are allowable in accordance with Federal Acquisition Regulations [48 CFR 31 \(Contract Cost Principles and Procedures\)](#). Overhead costs are to be allocated to the project as a percentage of direct labor costs. The Consultant will be allowed to charge the project using its actual allowable overhead rate. Overhead rate increases that occur during the project period will not be cause for an increase in the maximum amount established in this agreement.

**5. INVOICES AND PROGRESS REPORTS**

- A. Documents submitted to State, including invoices, supporting documentation, and other information are subject to disclosure by State under the Nebraska Public Records Act found at Neb.Rev.Stat. § 84-712 et.seq. Accordingly, Consultant shall redact or not submit to State information that is confidential, including, but not limited to, financial information such as social security numbers, tax ID numbers, or bank account numbers. Consultant understands that State does not have sufficient resources to review and redact confidential information submitted by Consultant. If such confidential information is submitted, Consultant shall have no right of action of any kind against State for the disclosure of such information.
- B. Consultant shall promptly submit invoices to LPA, or State on *LPA's behalf*, no more frequently than monthly. Invoices must present actual direct labor, Subconsultant costs and other direct non-labor costs, and actual overhead, as well as the Fee for Profit based upon the actual direct labor and overhead costs billed for that period. State law may prohibit the payment of an invoice that includes charges for services rendered more than two (2) years prior to State's receipt of the invoice.
- C. Consultant must submit an invoice for all services rendered even if the total agreement amount will be, or has been, exceeded.
- D. Content of Invoice Package
- 1) Consultant's Invoice:
    - i. The first page of an invoice must identify the company name and address, invoice number, invoice date, invoicing period (beginning date and ending date of services), and agreement or task order number.

- ii. The invoice or accompanying supporting documentation must identify each employee by name and classification, the hours worked, and the actual labor cost for each employee.
  - iii. Direct non-labor expenses:
    1. Direct non-labor expenses, other than travel-related expenses, must be itemized and provide a complete description of each item billed with supporting receipts or invoices.
    2. Travel-related expenses must be summarized and submitted on NDOT Form 163 (see below). Supporting receipts must be submitted with NDOT Form 163 when invoicing for these expenses.
    3. All supporting receipts must be kept as required in Section 17  
CONSULTANT COST RECORD RETENTION.
  - iv. Subconsultant Services: Consultant shall require subconsultants to provide the same supporting documentation, invoices, and receipts as Consultant is required to retain and submit.
- 2) Cost Breakdown Form: Each invoice package must include a completed "Cost Breakdown Form" (NDOT Form 162). This form is available on the Department of Transportation's website at <http://dot.nebraska.gov/business-center/consultant/>.
- 3) Travel Log: If invoice contains any travel-related expenses, a completed "Invoice Travel Log" (NDOT Form 163) must be submitted with the invoice package. This form is also available on the Department of Transportation's website at <http://dot.nebraska.gov/business-center/consultant/>. Upon approval by State, Consultant may use a substitute Invoice Travel Log provided it documents substantially the same information as NDOT Form 163. The Travel Log must document the employee name, locations traveled, date/time of departure to the project, date/time of return to the headquarters town, and expenses for transportation, meals, and lodging.
- 4) Progress Report: A Progress Report must accompany the invoice package and document Consultant's work during the service period. If an invoice is not submitted monthly, a Progress Report must be submitted at least quarterly, either with an invoice or, if Consultant does not submit an invoice, via email to LPA and State's Project Coordinator. Progress Report must include, but is not limited to, the following:
- i. A description of the Services completed for the service period to substantiate the invoiced amount.
  - ii. A description of the Services anticipated for the next service period
  - iii. Listing of information Consultant determines is needed from LPA, or State on *LPA's behalf*.
  - iv. Percent of Services completed to date
- E. All invoice packages (invoice, progress report, required NDOT Forms, supporting material) must be submitted electronically through State's invoice workflow system OnBase, for review, approval, and payment. The user guide for the OnBase system along with training videos can be found at <http://dot.nebraska.gov/business-center/consultant/onbase-help/>.

**6. PROGRESS PAYMENTS**

State, on LPA's behalf will pay Consultant upon receipt of Consultant's invoice and determination by LPA and State that the invoice and progress report adequately substantiate the Services provided, and the Services were completed in accordance with this Agreement. Payments will not be made if the progress report does not provide adequate substantiation for the Services or LPA or State determines that the Services have not been properly completed. State, on LPA's behalf, will make a reasonable effort to pay Consultant within 30 days of receipt of Consultant's invoices.

**7. PROMPT PAYMENT CLAUSE**

Consultant shall include a "Prompt Payment Clause" as a part of every subcontract (including second tier subcontracts) for work. The "Prompt Payment Clause" will require payment to all subconsultants for all work completed, within twenty (20) calendar days of receipt of progress payments from the State for said work. The "Prompt Payment Clause" will also stipulate the return of retainage within thirty (30) calendar days after the subconsultants achieves the specified work as verified by payment from the State. Failure by Consultant to carry out the requirements of the "Prompt Payment Clause" and/or timely return of any retainage, without just cause, is a material breach of this Agreement, which may result in the State withholding payment from Consultant until all delinquent payments have been made (no interest will be paid for the period that payment was withheld), termination of this Agreement, or other such remedy as the State deems appropriate.

Consultant may withhold payment only for just cause and must notify the State, in writing, of its intent to withhold payment prior to actually withholding payment. Consultant shall not withhold, delay or postpone payment without first receiving written approval from the State.

**8. SUSPENSION OF PAYMENTS**

When work is suspended on this project, payments shall be suspended until the work resumes or this Agreement is terminated. Consultant shall not be compensated for any work completed or costs incurred on the project after the date of suspension. When work is suspended for convenience, Consultant shall be compensated for work completed or costs incurred prior to the date of suspension. When work is suspended for cause, payments shall be withheld until all remedial action is completed by Consultant to the satisfaction of LPA and State, at Consultant's sole cost.

**9. FINAL INVOICE AND PAYMENT**

Upon completion of the Services under this Agreement, Consultant shall submit their final invoice. Consultant shall review the overhead costs billed to-date to determine if the overhead rates used on the progress billings match the actual allowable rate applicable to the time period that the labor was incurred. If cost adjustments are necessary, it should be reflected on the final invoice. If a particular year's actual overhead has not yet been computed or approved by State, the most recent year's accepted rate should be applied. Upon receipt of final invoice and determination by LPA and State that the invoice and Progress Report adequately substantiate the Services provided and the Services were completed in accordance with this Agreement, State, on LPA's behalf, will pay Consultant. The acceptance by Consultant of the final payment will constitute and operate as a release to LPA and State for all claims and liability to Consultant, its representatives, and assigns,

for any and all things done, furnished, or relating to the Services rendered by or in connection with this Agreement or any part thereof.

**10. AGREEMENT CLOSE-OUT**

Upon submitting its final invoice, the Consultant must complete and submit to the LPA, or State on LPA's behalf, a Notification of Completion Form (NDOT Form 39). The form is available on the Department of Transportation's website at <http://dot.nebraska.gov/business-center/consultant/> and must be submitted electronically in accordance with the instructions on the form.

**11. INELIGIBLE COSTS**

LPA is not responsible for costs incurred prior to the Notice to Proceed date or after the completion deadline date set out in SECTION 6. NOTICE TO PROCEED AND COMPLETION SCHEDULE of this Agreement or as approved in writing by LPA, or State on LPA's behalf.

**12. FEDERAL COST PRINCIPLES**

LPA will not make payments directly to Consultant for services performed under this agreement. Instead, the State will serve as a paying agent for LPA, and will pay Consultant directly for properly submitted and approved invoices using both LPA and Federal funds based on the applicable project federal cost participation percentage. The following process shall apply whenever the LPA, the State or the FHWA determines that certain costs, previously paid to Consultant, should not have been paid with federal funds by the State to Consultant. Consultant shall immediately repay the State the federal share of the previously paid amount and may invoice LPA for the costs repaid to the State. LPA shall promptly pay the full amount of the invoice from its own funds unless LPA, in good faith, disputes whether the Consultant is entitled to the payment under the agreement or the amount of the invoice. In the event of a dispute between LPA and Consultant, the dispute resolution process shall be used by the parties. For performance of Services as specified in this Agreement, State, on LPA's behalf, will pay Consultant subject to the terms of this Agreement and all requirements and limitations of the federal cost principles contained in the Federal Acquisition Regulations [48 CFR 31 \(Contract Cost Principles and Procedures\)](#).

**13. SUBCONSULTANT OVER-RUNS AND UNDER-RUNS**

Consultant shall require any subconsultant to notify Consultant if at any time the subconsultant determines that its costs will exceed its negotiated fee estimate (over-run). Consultant shall not allow any subconsultant costs to over-run without prior written approval of the LPA, or State on LPA's behalf. Consultant understands that the amount of any subconsultant cost under-run will be subtracted from the total compensation to be paid to Consultant under this Agreement, unless prior written approval is obtained from LPA, or State on LPA's behalf, and, when applicable, Federal Highway Administration (FHWA).

**14. OUT-OF-SCOPE SERVICES AND CONSULTANT WORK ORDERS**

LPA, or State on LPA's behalf, may request that Consultant provide services that, in the opinion of Consultant, are in addition to or different from those set out in the Scope of Services. When LPA, or State on LPA's behalf, decides that these out-of-scope services may require an adjustment in costs, Consultant shall provide in writing:

- A. A description of the out-of-scope services,

- B. An explanation of why Consultant believes that the out-of-scope services are not within the original Scope of Services and additional work effort is required,
- C. An estimate of the cost to complete the out-of-scope services. Consultant must receive written approval from LPA, or State on LPA's behalf, before proceeding with the out-of-scope services. Before written approval will be given by LPA, or State on LPA's behalf, LPA or State must determine that the situation meets the following criteria:
  - 1) The out-of-scope services are not within the original Scope of Services and additional work effort is required;
  - 2) The out-of-scope services are within the basic scope of services under which Consultant was selected and Agreement entered into; and
  - 3) It is in the best interest of State that the out-of-scope services be performed under this Agreement.

Once the need for a modification to the Agreement has been established, the State, on LPA's behalf, will prepare a supplemental agreement. If the additional work requires the Consultant to incur costs prior to execution of a supplemental agreement, the LPA, or State on LPA's behalf, may issue a written notice to proceed prior to completing the supplemental agreement (for non-Federal aid projects) or shall use the process set out below (for Federal aid PE projects):

The Consultant Work Order (CWO) – NDOT Form 251 shall be used to describe and provide necessary justification for the additional scope of services, effort, the deliverables, modification of schedule, and to document the cost of additional services. The CWO form is available on the Department of Transportation's website at <http://dot.nebraska.gov/business-center/consultant/>. The CWO must be executed to provide authorization for the additional work and to specify when that work may begin. The agreement will be supplemented after one or more CWOs have been authorized and approved for funding.

**15. TERMINATION COST ADJUSTMENT**

If the Agreement is terminated prior to project completion, LPA and State will compare the percentage of work actually completed by Consultant, to the total amount of work contemplated by this Agreement. This comparison will result in a payment by the State, on behalf of LPA, for any underpayment, no adjustment, or a billing to Consultant for overpayment. The State's final audit may result in an additional cost adjustment.

**16. AUDIT AND FINAL COST ADJUSTMENT**

Upon LPA's and State's determination that Consultant has completed Services under this Agreement, State, or its authorized representative, may complete an audit review of the payments made under this Agreement. The Parties understand that the audit may require an adjustment of the payments made under this Agreement. Consultant agrees to reimburse State for any overpayments identified in the audit review, and State agrees to pay Consultant for any identified underpayments.

**17. CONSULTANT COST RECORD RETENTION**

Consultant shall maintain, and also require that its Subconsultants/Subcontractors maintain, all books, documents, papers, detailed receipts, accounting records, and other evidence pertaining to costs incurred and shall make such material available for examination at its

office at all reasonable times during the agreement period and for three (3) years from the date of final cost settlement by FHWA and project closeout by the State. Such materials must be available for inspection by the State, FHWA, or any authorized representative of the federal government, and when requested, Consultant shall furnish copies.

**RESOLUTION**  
**SIGNING OF PROFESSION**  
**CONSTRUCTION ENGINEERING AGREEMENT**

ARLINGTON PUBLIC SCHOOLS

Resolution No. \_\_\_\_\_

**Whereas:** Arlington Public Schools is developing a transportation project for which it intends to obtain Federal funds;

**Whereas:** Arlington Public Schools as a sub-recipient of Federal-Aid funding is charged with the responsibility of expending said funds in accordance with Federal, State and local laws, rules, regulations, policies and guidelines applicable to the funding of the Federal-aid project;

**Whereas:** Arlington Public Schools and JEO Consulting Group, Inc., wish to enter into a Professional Services Agreement to provide construction engineering services for the Federal-aid project.

**Be It Resolved:** by the School Board of Arlington Public Schools, Nebraska that:

Lynn Johnson, Superintendent of Arlington Public Schools is hereby authorized to sign the attached Professional Services Agreement between the Arlington Public Schools and JEO Consulting Group, Inc.

NDOR Project Number: SRTS-89(29)

NDOR Control Number: 22523

NDOR Project Description: Arlington Safe Routes to School

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_ Nebraska.

The School Board of the Arlington Public Schools, Nebraska:

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

Board/Council Member \_\_\_\_\_  
Moved the adoption of said resolution  
Member \_\_\_\_\_ Seconded the Motion  
Roll Call: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent  
Resolution adopted, signed and billed as adopted

Attest:

\_\_\_\_\_  
Secretary Signature

StudentsPregnant and Parenting Students

[Name] Public Schools recognizes that pregnant and parenting students ~~of compulsory school age~~ have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, ~~the district will schools have an obligation to~~ educate pregnant and parenting students and ~~will~~ shall provide reasonable accommodations to support and encourage all pregnant and parenting students ~~to~~ obtain their high school diploma. No student ~~will~~ may be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students ~~will~~ be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student ~~will~~ must be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student ~~will~~ shall be immediately enrolled in the ~~district school of record~~ at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter ~~unless the district deems such participation poses a substantial risk of injury to the student or to others~~. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions ~~which require~~ ing the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under ~~Nebraska compulsory attendance requirements under Neb. Rev. Stat. §§ 79-201 through 79-210~~. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional ~~needed~~ support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, ~~will be available~~ to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework on-line, home-based independent study, or at-home tutoring. Alternative methods of instructions or other alternative programs for pregnant and parenting students are voluntary for the student ~~who and the student~~ may elect whether to engage in an alternative method of instruction or the traditional methods of

instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

~~The district will provide r~~Reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day ~~will be provided~~. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list ~~will~~shall be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff ~~will~~should make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions ~~will~~should not appear in their cumulative records and ~~will not~~cannot be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students ~~shall be notified that they~~ may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

~~All students, staff, and parents must be informed of~~ This policy will be available at the beginning of each school year on the district's website and ~~will~~shall be incorporated into the student handbook.

Legal Reference: Neb. Rev. Stat. §§ ~~79-20149~~ to 79-21~~520~~; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); ~~20~~ USC §1681 (Title IX); 34 C.F.R. §106.40 (Title IX); ~~LB 427 (Nebraska Legislature 2017)~~

Cross-Reference: Non-discrimination policies

Date of Adoption: [Insert Date]

StudentsPregnant and Parenting Students

Arlington Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other

than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Legal Reference: Neb. Rev. Stat. §§ 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC §1681 (Title IX); 34 C.F.R. §106.40 (Title IX)

Cross-Reference: Non-discrimination policies

Date of Adoption: [Insert Date]

Business OperationsBudget Planning

- 1) The Superintendent, with the assistance of the finance committee, shall direct the preparation of the school budget annually for the fiscal year beginning September 1 and ending August 31. Income and expenditure estimates shall be based upon the following:
  - A) Past experience.
  - B) State guidelines, legal spending limitations, and other statutes and regulations.
  - C) Other projection techniques.
- 2) The annual budget preparation shall be compatible with the long-range aims of the school district. In addition, the Superintendent, in preparing the budget, shall consider the priorities as established by the board for the total school program and shall equalize the educational opportunities offered at the school.
- 3) The specific manner in which the annual budget shall be compiled shall be at the discretion of the Superintendent. However, the budget shall contain the following:
  - A) The beginning fund balance for each fund.
  - B) Estimated receipts.
  - C) Estimated expenditures.
  - D) Estimated ending fund balance.
- 4) A report of the anticipated budget position shall be presented to the board early in each calendar year. At this time the board will establish guidelines for the development of the budget. The tentative budget shall then be developed for the board review, modification and approval prior to the budget hearing.
- 5) The Superintendent shall each year, prior to the preparation of the budget, establish a budget plan. The budget plan shall take into consideration all items of expenditure requests in relationship to the total school program, and shall be mindful of equalizing the educational opportunities at each level. In the budget plan the Superintendent will direct board budget priorities.
- 6) In preparing the annual budget for the board, the Superintendent shall give to the school principals and staff the information necessary for them to assess adequately the availability of funds and to relate funds available to the Superintendent's budget plan.

The principals will, based upon the availability of funds and the school's budget plan, submit budget recommendations to the Superintendent. Each principal's recommendations and requests will be evaluated according to the budget plan, then accepted or rejected for inclusion into the proposed budget. The Superintendent will convey or make available the Superintendent's decisions to the principal and staff prior to developing the final document.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business OperationsFund Balance Reporting

Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB), including GASB #54.

The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.

Fund Balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

The fund balance of the general fund finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.

The five classifications of governmental fund balances are as follows:

1. Non-spendable fund balance means the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).

Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, deferred expenditures, long-term receivables, and outstanding encumbrances.

2. Restricted fund balance includes amounts constrained to a specific purpose by the provider, such as a grantor. Examples of restricted fund balances include: child nutrition programs, technology programs, construction programs, and resources from other granting agencies.
3. Committed fund balance means that portion of the fund balance that is constrained to a specific purpose by the Board. Examples include: potential litigation, claims, and judgments and activity funds.
4. Assigned fund balance means that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Superintendent or designee. Such plans or intent may change and may never be budgeted, or may result in expenditures in future periods of time. Examples include: insurance deductibles program start-up costs; and other legal uses.

5. Unassigned fund balance includes amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures.

The unassigned fund balance shall be the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.

Date of Adoption: September 9, 2013

Reviewed: September 14, 2015

Business OperationsPublic Review of Budget

The Superintendent shall make the tentative budget conveniently available for public inspection and arrange for a public hearing on the tentative budget as required by law. At least one public hearing shall be held regarding the tentative budget prior to the final action by the board. Notice and time of such hearing together with a summary of the proposed budget statement, shall be published as required by law.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business OperationsTransfer of Funds Between Categories

All transfers of funds between the major classifications of the budget shall be according to law and upon approval of the board. The board may make transfers of monies between the various items within the General Fund without a rehearing on the budget. Monies may be borrowed from one fund into another as allowed by law as long as such funds are replaced as soon as revenues are available.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business OperationsBudget as Spending Plan - Budgeted Items

After the budget has been adopted, the Superintendent shall be responsible for the proper use of the budget by all personnel. The Superintendent shall establish and operate budget controls for all schools and departments and shall ensure that the administration of the budget is in conformity with the legal requirements as well as the policies and actions of the board.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business Operations

Tuition Fees

The Board of Education may at its sole discretion allow non-resident students to attend Arlington Public Schools upon payment of tuition in an amount established by the Board of Education, and paid in advance, as and to the extent required by law.

Legal Reference: Neb. Rev. Stat. §79-215

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business Operations

Materials Fees

Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business OperationsSummer School Fees

Students who fail classes and are required to take summer school classes out of district shall be expected to pay their own tuition and travel expenses. If Arlington Public Schools provides summer school instruction, the tuition charges shall be based upon the actual costs incurred in operation and will not be intended to provide a financial profit for the district.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business Operations

Federal Funds

The Superintendent shall recommend to the Board of Education approval of application for federal assistance under the provisions of federal laws if the use of such funds is not contrary to the educational goals and policies of the district.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business OperationsSale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: August 8, 2016

Business OperationsLeasing

When inadequate space exists for the proper function of the educational program or for administrative needs, the Board of Education may use funds to lease additional space. When the board determines that space within its buildings is in excess of that required for the proper functioning of the educational program or for administrative needs, the Board may lease space to another party, providing the business of the leasing party does not distract from the reputation, education or administration of the schools.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business OperationsShort-Term Investing

The Treasurer of the Board has the responsibility of investing funds in savings accounts, certificates of deposit, United States Government Securities and other legally approved investments. The interest received on any investments shall be credited to the fund from which the money was taken to make the investment, or in such other manner as may be permitted by law and in the best interests of the District's financial responsibilities.

Neb. Rev. Stat. §79-1043

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business Operations

Depository

The Treasurer of the Board shall deposit the funds received in a bank situated within the boundaries of the district.

The depository bank or banks shall be, from time to time, designated by the Board by formal Board action.

If there is no bank within the district, or if the bank refuses or neglects to make application as a depository, the board may designate any bank that is a state bank or national bank within the State.

Date of Adoption: September 12, 2011

Reviewed: September 14, 2015

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: July 10, 2017

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$150,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$150,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

### Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
  - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
  2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
  3. To place and confirm orders with vendors, or make plans to purchase the required items.
  4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
  5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
  9. To conduct an in-house procurement review once per year.

Date of Adoption: July 10, 2017

Business OperationsProcurement Plan – Code of Conduct

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

Date of Adoption: July 10, 2017

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Arlington Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Legal Reference: Neb. Rev. Stat. § 4-114

Date of Adoption: June 14, 2010 and July 12, 2010

Reviewed: September 14, 2015

Business Operations

Paying for Goods and Services

At a regularly scheduled meeting of the Board, the administration shall present a list of bills for which payment is due, for the approval of the Board of Education. Supporting documents to verify payment shall be available for review upon request.

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

Business Operations

Report of Treasurer

The Treasurer shall submit a monthly reconciliation to the Board which shall include:

- 1) Balances
- 2) Receipts
- 3) Disbursements
- 4) Investments

Date of Adoption: March 10, 2008

Reviewed: September 14, 2015

InstructionField Trips

Field trips shall be considered as instruction and planned as such with definite objectives determined in advance. All field trips must have approval of the principal and be reported to the superintendent of schools or his or her designee prior to the activity. Each field trip will come within the policies of the school district and of the administrative rules and guidelines established by the superintendent. The superintendent shall inform the board of all extended field trips.

Teachers or other certified personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct.

When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as facilitator.

Appropriate education experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip.

Date of Adoption: April 10, 2017

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.
2. A homeless student. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.

3. Approved for option enrollment into the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or

adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Legal Reference:     Neb. Rev. Stat. ' 79-215 (residency and admission)  
                          Neb. Rev. Stat. ' 79-215 (children of military or federal employee parent)  
                          Neb. Rev. Stat. ' ' 79-232 to 79-246 (option enrollment)  
                          42 U.S.C. § 11431 et. seq. (McKinney-Vento Homeless Assistance Act)  
                          NDE Rule 9

Date of Adoption:     June 14, 2010 and July 12, 2010

Reviewed: April 11, 2016

## 1. OPENING PROCEDURES

### 1.1 Call Meeting to Order

President Matt O'Daniel called the meeting to order at 7:00 p.m.

### 1.2 Roll Call

Board Members Present: Matt O'Daniel, Bruce Scheer, Jessica Scheer, Luanne Sundberg, Shanon Willmott. Teri O'Flaherty was absent. Also present was Superintendent Lynn Johnson, Elementary Principal Jacque Morgan, High School Principal Aaron Pfingsten, Athletic Director James Shada and Cheryl Keeler, recording secretary.

Motion to excuse the absence of Teri O'Flaherty passed with a motion by Bruce Scheer and a second by Matt O'Daniel.

Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

### 1.3 Pledge of Allegiance

### 1.4 Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented passed with a motion by Jessica Scheer and a second by Shanon Willmott.

Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

## 2. WELCOME TO GUESTS AND PUBLIC FORUM

Vance Cooley requested clarification on potential movement of Arlington to Class B and the board's views on that. Administrators responded that reclassification is really out of their hands as a school and is determined by NSAA by-laws.

Kim Miller addressed the board regarding the wrestling room discussion from last month's regular meeting. She requested time lines for committee meetings.

## 3. CURRICULUM/INSTRUCTION REPORTS

### 3.1 Foreign Language Report

Due to commitments as speech coach, Spanish Teacher Tristan Boyce, was unable to attend the meeting. The board reviewed his written report and had no questions.

### 3.2 2nd Grade Report

Second grade teachers Marcia Kaup and Morgan Mruz shared their smart goals and were available to review their written report and answer questions from the board.

## 4. REVIEW OF ANNUAL DISTRICT PLAN

Goals were amended to add strategy to identify social, emotional, and behavioral support systems for students and staff, as had been discussed at the board retreat.

## 5. PRINCIPALS' REPORTS

### 5.1 Mr. Pfingsten's Report

High School Principal Aaron Pfingsten reviewed his written report and answered board questions regarding District preparedness in response to recent nationwide school violence incidents. Mr. Pfingsten also directed the board to a website created by FBLA on ebusiness link.

## 5.2 Mrs. Morgan's Report

Jacqueline Morgan reviewed her written report and was available to answer questions.

## 5.3 Mr. Shada's Report

Athletic Director James Shada reviewed his written report and informed the board of recent proposals by NSAA to add bowling as an official sanctioned sport. Budgeting issues that would arise to add bowling as a sport, if it becomes sanctioned, were briefly discussed. Budgeting concerns can be addressed again at a future date should it become necessary. Luanne Sundberg inquired about the possibility of taking currently budgeted funds for FBLA national qualifiers and equitably distributing those to any national qualifiers to include FFA and SKILLS USA. The discussion included the background of the allocation of funds to FBLA, and the board discussed making available other funds from the budget to any students who qualify for nationals.

## 6. SUPERINTENDENT'S REPORT

### 6.1 Staffing Update

Luanne Sundberg asked if exit interviews are conducted with staff members who would be leaving the District. Mrs. Johnson responded that we do, the principals take information and the superintendent sends out formatted questions. Luanne Sundberg stated that we currently have a human resources person on staff and that perhaps that individual could be a part of the exit interview process. Mrs. Sundberg also stated that our job application process indicates that any applications be sent to Cheryl Pittman, Human Resources. Superintendent Johnson responded that the superintendent is the human resources director and described the qualifications of a human resources director noting that Mrs. Pittman is a point of contact as administrative assistant. Superintendent Johnson asked if the board would like to hire a designated, certificated, human resource director. Matt O'Daniel commented that if a certificated human resource director were hired it would be quite costly to the District and it is appropriate for supervisors to do exit interviews. Upon the retirement of existing staff, the board will have to make a determination whether to hire a human resource director. The superintendent will continue to manage human resources and report information to the board.

### 6.2 Enrollment Figures

Grades PS-6 346; 7-12 322. Mrs. Johnson reviewed the enrollment figures. Mr. O'Daniel requested the enrollment number spreadsheet be formatted to show a comparison from an annual perspective.

### 6.3 Discuss the response of the board to recent school violence.

Superintendent Johnson brought a patron suggestion regarding a resolution concerning school violence and safety issue to the board. Would the board like to do a resolution similar to the one passed by OPS? Mr. O'Daniel commented that the board statement should be that we'll do everything we can to protect our kids inside this school district. Board consensus was that the safety committee currently addresses these issues and brings any concerns to the board. There is no need for a separate resolution. Matt O'Daniel requested a quarterly safety report be added to the board calendar. Luanne Sundberg requested that the safety committee review the new sidewalk once it is completed.

## 7. COMMITTEE AND REPRESENTATIVE REPORTS

### 7.1 Buildings and Grounds Committee

Bruce Scheer presented a report for the committee. The committee has reviewed and updated their summative needs list. Wrestling room proposals and other items related to improve wrestling practice space were discussed in committee. The committee is moving ahead by making a recommendation, later in the agenda, to hire a facilitator. The committee also discussed

receipt of a \$47,000 grant from Scheels which was submitted by Mrs. Morgan on behalf of the District.

#### 7.2 Negotiations Committee

No report

#### 7.3 Bus Barn Temporary Committee

Matt O'Daniel presented the committee report. The committee has discussed options for a bus barn and are now in a waiting pattern.

#### 7.4 Baseball Field Ad Hoc Committee

Lynn Johnson said some negotiation items relative to owned property came up that merit further board consideration. Luanne Sundberg questioned the need to discuss in executive session instead of in open session. Mrs. Johnson said it is appropriate and recommended to discuss negotiations of this nature which could include monetary amounts in executive session. Matt O'Daniel said that any final details after negotiations would then come to open session.

#### 7.5 Professional Development Sharing

Luanne Sundberg shared information she received at the February 22<sup>nd</sup> NASB Education Forum workshop.

### 8. UNFINISHED BUSINESS

#### 9. NEW BUSINESS

##### 9.1 Discuss and Consider continuing employment for certificated teachers.

If informed of anyone with no continuing contract then everyone is continuing.

##### 9.2 Discuss, Consider and Take Necessary Action to hire the services of Dr. Larry Dlugosh, Emilsson, LLC, as a facilitator for facility planning process.

Bruce Scheer informed the board that this recommendation is being brought by the buildings and grounds committee. The facilitator will put a committee together, composed of a variety of people, to decide in which direction to go. Luanne Sundberg reminded patrons in the audience that it could be a long process but by hiring this facilitator, we are moving forward and identifying our priorities.

Motion to hire Emilsson, LLC to provide facilitation services passed with a motion by Bruce Scheer and a second by Luanne Sundberg.

Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

##### 9.3 Discuss, Consider and Take Necessary Action to approve the 2018-2019 activity admissions and pass prices.

Mr. Shada recommends no change in prices from last year.

Move to approve the 2018-2019 activity prices as presented passed with a motion by Jessica Scheer and a second by Bruce Scheer.

Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

##### 9.4 Discuss and Review Policies 2000-2440.

All policies were reviewed. Policy 2010 will be brought back for review next month.

### 10. CONSENT AGENDA

Motion to approve the consent agenda as presented passed with a motion by Shanon Willmott and a second by Jessica Scheer.

Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

- 10.1 Minutes of the Previous Board Meeting(s): February 12, 2017 Regular Meeting Minutes and February 26, 2018 Special Meeting Minutes.
- 10.2 Monthly Financial Reports
- 10.3 Claims (Check Register)
- 10.4 Special Fund Transfers
- 10.5 Hot Lunch Report
- 10.6 Activity Report
- 10.7 Accept Tristan Boyce's resignation as Spanish teacher effective at the end of his 2017-2018 teaching contract.
- 10.8 Hire Desiree Hayden-Parra as a Spanish teacher for the 2018-2019 school year.
- 10.9 Hire Shelby Quinn as an elementary special education teacher for the 2018-2019 school year.
- 10.10 Hire Michaela Curran as 7-12 math teacher for the 2018-2019 school year.
- 10.11 Hire Nixie Shreves as an elementary special education paraeducator.
- 10.12 Hire Helen Leib as 7-12 social studies teacher for the 2018-19 school year.

11. EXECUTIVE SESSION

11.1 Discuss and Consider the negotiations of potential property line changes at the baseball field.

Motion to enter closed session to have a strategy session to discuss property line changes at the baseball field which involves negotiation of said property with the Washington County Agricultural Society because it is in the public interest to do so passed with a motion by Bruce Scheer and a second by Jessica Scheer.

Luanne Sundberg: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Shanon Willmott: Yea

Board took a five minute break at 8:42 p.m. and then entered into executive session at 8:47 p.m.

Motion to exit executive session at 9:15 p.m. passed with a motion by Matt O'Daniel and a second by Shanon Willmott.

Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessica Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

12. ACTION ON EXECUTIVE SESSION ITEMS

No action taken on executive session.

13. ADJOURNMENT

There being no further business meeting was adjourned at 9:15 p.m.

\_\_\_\_\_  
Matt O'Daniel, Board President

\_\_\_\_\_  
Lynn Johnson, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## BUDGET MONITORING 2017-2018

Comparison of receipts and disbursements between 2016-2017 and 2017-2018 reveals the following.

<b>Receipts</b>	<b>2016-2017</b>	<b>2017-2018</b>
September	1,902,860.95 (Levy 1.103582(Gen. Fd. .950034/	2,065,094.42 (Levy 1.062981(Gen. Fd. .950892/
October	298,682.47 Bond 0.076616/QCPPUF .051680/	374,807.35 Bond 0.065691/QCPPUF .046398)
November	169,750.93 Special Bld. .025252)	255,213.52
December	192,216.89	196,542.06
January	937,892.06	1,001,169.50
February	589,278.44	601,707.55
March	362,400.77	458,610.93
April		
May		
June		
July		
August		
RECEIPTS TO DATE	4,453,082.51	4,953,145.33

<b>Disbursements</b>	<b>2016-2017</b>	<b>2017-2018</b>
September	571,223.06	580,898.73
October	575,720.26	637,800.24
November	601,164.90	599,653.50
December	583,279.63	558,332.24
January	531,329.90	572,346.33
February	569,782.82	579,818.38
March	559,606.91	572,236.03
April		
May		
June		
July		
August		
DISBURSEMENT TO DATE	3,992,107.48	4,101,085.45

<b>BUDGET</b>		
Gen. Minus SpEd/Grants	7,614,127	7,711,030 41.99% Expended
General SpEd	927,483	1,014,574 47.31% Expended
Gen. SpEd Transportation	28,511	28,512 6.48% Expended
General Grants	256,878	259,627 61.48% Expended
Sub Total	8,826,999	9,013,743
Total Lunch Fund Expend.	408,107	410,400 53.80% Expended
Total	9,235,106	9,424,143

<b>PERCENTAGE OF TOTAL BUDGET</b>		
<b>EXPENDED TO DATE</b>	43.23%	43.52%

MARCH 2018 MONTHLY SUMMARY REPORT

SITE	BUDGET	MTD	YTD	BUDGET BALANCE	% SPENT
100 ELEMENTARY					
1110 REGULAR INSTRUCTION	\$1,399,820.00	110,508.09	769,955.73	\$629,864.27	55.00%
1210 SPECIAL EDUCATION	\$685,954.00	47,271.01	345,759.17	\$340,194.83	50.41%
1290 PRE-SCHOOL	\$10,818.00	201.19	1,702.09	\$9,115.91	15.73%
2120 GUIDANCE	\$82,922.00	5,352.12	39,079.36	\$43,842.64	47.13%
2210 STAFF DEVELOPMENT	\$14,100.00	0.00	741.37	\$13,358.63	5.26%
2212 CURRICULUM	\$21,885.00	1,366.00	9,863.98	\$12,021.02	45.07%
2220 LIBRARY SERVICES	\$72,223.00	6,001.33	44,037.40	\$28,185.60	60.97%
2410 PRINCIPAL	\$162,089.00	10,964.83	77,391.68	\$84,697.32	47.75%
2760 SPECIAL ED TRANSPORTATION	\$12,302.00	171.85	943.99	\$11,358.01	7.67%
TOTAL ELEMENTARY	\$2,462,113.00	181,836.42	1,289,474.77	\$1,172,638.23	52.37%
SECONDARY					
1110 REGULAR INSTRUCTION	\$2,321,492.00	175,077.83	1,201,332.70	\$1,120,159.30	51.75%
1210 SPECIAL EDUCATION	\$328,620.00	20,721.60	134,258.76	\$194,361.24	40.86%
2120 GUIDANCE	\$117,294.00	9,120.95	67,569.36	\$49,724.64	57.61%
2210 STAFF DEVELOPMENT	\$3,000.00	0.00	721.92	\$2,278.08	24.06%
2212 CURRICULUM	\$28,971.00	1,366.00	9,863.98	\$19,107.02	34.05%
2220 LIBRARY SERVICES	\$50,063.00	4,138.11	28,067.16	\$21,995.84	56.06%
2410 PRINCIPAL	\$309,562.00	21,502.77	151,709.42	\$157,852.58	49.01%
2760 SPECIAL ED TRANSPORTATION	\$7,000.00	0.00	0.00	\$7,000.00	0.00%
TOTAL SECONDARY	\$3,166,002.00	231,927.26	1,593,523.30	\$1,572,478.70	50.33%
300 DISTRICT WIDE					
1111 TECHNOLOGY	\$188,716.00	8,582.83	97,957.49	\$90,758.51	51.91%
1160 POVERTY PLAN/LEP	\$45,378.00	4,659.05	31,006.93	\$14,371.07	68.33%
2130 HEALTH SERVICES	\$58,911.00	5,726.50	42,183.42	\$16,727.58	71.61%
2150 SAFETY & SECURITY	\$6,000.00	872.27	4,430.34	\$1,569.66	73.84%
2310 BOARD OF EDUCATION	\$34,600.00	576.76	16,824.77	\$17,775.23	48.63%
2320 SUPERINTENDENT	\$325,516.00	21,291.44	155,227.69	\$170,288.31	47.69%
2330 LEGAL	\$25,342.00	88.00	3,651.00	\$21,691.00	14.41%
2510 GENERAL BUSINESS SUPPORT	\$36,797.00	2,415.54	13,170.05	\$23,626.95	35.79%
2520 OTHER VEHICLES	\$46,108.00	372.04	6,380.82	\$39,727.18	13.84%
2610 OPERATION OF PLANT	\$603,045.00	41,476.01	276,647.55	\$326,397.45	45.88%
2620 MAINTENANCE	\$1,397,084.00	2,826.82	51,545.72	\$1,345,538.28	3.69%
2750 REGULAR TRANSPORTATION	\$321,294.00	20,723.42	126,978.52	\$194,315.48	39.52%
TOTAL DISTRICT WIDE	\$3,088,791.00	109,610.68	826,004.30	\$2,262,786.70	26.74%
300 GRANTS DISTRICT WIDE					
3121/3504/3500 STATE PROGRAMS	\$14,682.00	572.04	4,509.00	\$10,173.00	30.71%
4200 TITLE I/II/ACCTOUNTABILITY	\$70,600.00	5,661.53	39,715.57	\$30,884.43	56.25%
2765 Preschool Transportation	\$9,210.00	170.13	903.71	\$8,306.29	9.81%
4402/04-06-12-10 IDEA GRANT	\$145,196.00	10,949.78	71,216.69	\$73,979.31	49.05%
4990/4992 KICKS/PERKINS/ED/WALK/CORP/REA	\$29,149.00	5,739.04	44,188.25	-\$15,039.25	151.59%
5000 Transfer	\$10,000.00	0.00	10,000.00	\$0.00	100.00%
6000 Sumnmer School	\$18,000.00	0.00	0.00	\$18,000.00	
TOTAL GRANTS DISTRICT WIDE	\$296,837.00	23,092.52	170,533.22	\$126,303.78	57.45%
GENERAL FUND TOTAL	\$9,013,743.00	\$546,466.88	\$3,879,535.59	\$5,134,207.41	43.04%
400 HOT LUNCH					
TOTAL BUDGET	\$410,400.00	\$29,300.11	\$220,805.41	\$189,594.59	53.80%

MONTHLY GENERAL FUND BANK RECONCILIATION  
3/31/2018

BALANCE AS OF 2/28/2018		\$2,923,504.76
UNIT MADE AND ELECTRONIC DEPOSITS	State Aid	\$89,526.00
Receipts:		
Wash Co. Taxes	\$236,149.96	
Dodge Co. Taxes	\$26,490.35	
Douglas Co. Taxes	\$16,776.33	
Douglas Co Fines	\$79.62	
Insurance payment	\$21.31	
Preschool Tuition	\$2,160.00	
Sped School-Age 15-16	\$4,106.00	
Sped Transportation	\$2,771.00	
Sped School-Age	\$50,834.00	
	Receipts	\$428,914.57
Non-Program Receipts		
Hot Lunch Transfer	\$29,300.11	Total transf \$29,300.11
MONTHLY INTEREST		
Sweep interest	\$394.78	
Bank checking	\$1.47	
	Total Interest	\$396.25
TOTAL MONTHLY RECEIPTS		\$458,610.93
MONTHLY DISBURSEMENTS		
Accounts Payable	\$103,993.85	
Fica Taxes EFT	\$94,107.96	
Payroll	\$286,173.28	
State Taxes EFT	\$14,265.75	
Retirement	\$73,695.19	
	Total Disbursements	\$572,236.03
		\$0.00
ENDING BANK BALANCE 2-28-2018 (Sweep account bal & GF account bal)		\$2,809,879.66
CD Balance		\$0.00
Total to account for		\$2,809,879.66

**MONTHLY SPECIAL BUILDING FUND RECONCILIATION**

	3/31/2018	
Balance as of 2/28/2018		\$498,118.56
DEPOSITS		
Property Taxes Washington Co.	\$4,627.90	
Property Taxes Douglas Co	\$902.31	
Property taxes Dodge Co	\$557.22	
		Total receipts \$6,087.43
RECEIPTS		
Account interest	\$69.22	
		Total Interest \$69.22
TOTAL MONTHLY RECEIPTS		\$0.00
DISBURSEMENTS		\$6,156.65
		Total Disburse \$0.00
ENDING BUILDING BALANCE		\$504,275.21

**MONTHLY DEPRECIATION FUND RECONCILIATION**

	3/31/2018	
Balance as of 2/28/2018		\$1,431,106.04
MONTHLY INTEREST		
ACCOUNT INTEREST	\$191.93	
		Total Interest \$191.93
TOTAL MONTHLY RECEIPTS		\$0.00
MONTHLY DISBURSEMENTS		\$0.00
K & K Fence                      Fencing	\$1,400.00	
		Total Disburse \$1,400.00
ENDING DEPRECIATION BALANCE		\$1,429,897.97

**2007 BOND FUND RECONCILIATION**

	3/31/2018	
Balance as of 2/28/2018		\$301,743.46
MONTHLY INTEREST		
ACCOUNT INTEREST	\$40.90	
		Total Interest \$40.90
TOTAL MONTHLY RECEIPTS		\$40.90
Bond Money Wash Co.	\$21,532.82	
Bond Money Douglas Co.	\$4,127.82	
Bond Money Dodge Co.	\$2,547.22	
		Total receipts \$28,248.76
MONTHLY DISBURSEMENTS		
		Total Disburse \$0.00
ENDING BOND BALANCE		\$329,992.22



## CHECK REGISTER FOR APRIL 2018 BOARD MEETING

PAYEE NAME	DESCRIPTION	AMOUNT
Ace	Drill/Misc	\$312.49
American Broadband	Phone Service	\$413.01
Border States	Electrical Supplies	\$318.67
Cash-Wa	Food	\$3,003.83
Centerpoint Energy	Natural Gas	\$5,536.47
Cheleen, Brook	PT Services	\$292.52
Chem-Tech	Pest Control	\$92.64
Earthgrains	Bread	\$939.02
ESU #3	Sped Services/Forms	\$2,667.15
Fort Calhoun	Sped Services	\$3,461.62
Fremont Printing	Cards	\$295.00
Fremont Sanitation	Trash Removal	\$418.95
Gene Steffy's	Oil Change	\$120.00
Getzchmann Heating	Repair	\$118.20
Hiland Dairy	Dairy	\$2,224.27
Home Town Leasing	Copier Lease	\$1,723.15
Jackson	Linen Cleaning	\$435.30
Johnston Supply	Electrical Supplies	\$125.45
Knudsen Oil	Bus Gas	\$852.99
KSB	Legal Service	\$505.00
Lenovo	Computer Lease Payment	\$16,749.14
MacGill	Hand Sanitiser	\$119.08
McKinnis	Repair Roof	\$495.44
Menards	Misc Supplies	\$525.07
NASB	Registrations	\$362.00
NCSA	Registrations	\$130.00
NE DOL/Boiler	Inspection Certificate	\$24.00
NE Food	Food	\$3,535.65
Nebr Association for NAG	HAL Registrations	\$1,250.00
NSAA District 2	Music Entries	\$440.00
Oerman, Carie	Reimbursement	\$65.00
Omaha Truck	Bus Parts	\$108.83
Omaha World Herald	Ads	\$1,467.00
One Source	Background Checks	\$102.00
OPPD	Electricity	\$8,397.07
O'Reilly	Motor Oil	\$259.96
P&H Electric	Electrical Supplies	\$66.50
Paper Corporation	Cases of White Paper	\$4,980.00
Payflex	Admin Fees	\$100.00
Pepper	Music	\$119.99
Perry Guthery Haase	Legal Service	\$75.00
Plains Equipment Group	Install Window	\$531.63
Prairie Fields	Physical	\$80.00
Ralston School	Sped Services	\$19,924.50
Reed Electric	Repair Lights	\$311.96
Reikofski, Tiffany	Reimbursement	\$7.50
Shell	Gas	\$1,994.41
Sid Dillon	Filter/Oil	\$37.36
Staples	Misc Supplies	\$31.87
Sysco	Food	\$3,528.70
Tennant Sales	Vacuums/Filters/Hose	\$1,389.36
Thermo King	Bus Supplies	\$96.00
Thompson Music	Flute Repair	\$23.00
Two Rivers	ACH Fee	\$18.00
Unite	Internet	\$748.65
US Foods	Food	\$1,626.49
Village of Arlington	Water/Grounds Maintenance	\$627.83
Visa	Misc Supplies	\$908.61
Walmart	Misc Supplies	\$371.26
Winnelson	Plumbing Supplies	\$214.64
Total Check Registers		\$95,699.23

**SUMMARY OF VISA**

Pioneer	Long Distance	\$92.41
Runza	Meal	\$8.87
3Wire	Kitchen Parts	\$103.91
Teacher Pay Teacher	Books	\$50.20
Amazon	Screwdriver Set/Adapter/Coupler	\$26.47
Meals at Conference	Alley Rose/Ft Kearney Trading	\$43.60
Saw Stop Parts	Knife Assembly	\$47.83
Amazon	Headphones	\$51.83
Meals Reading Conference	Old Chicago/Red Lobster	\$81.40
Amazon	English Book	\$30.62
Amazon	Cables	\$28.98
Amazon	Power Supply	\$75.76
Amazon	Toners	\$129.99
CE Group	Point Power Supply	\$97.24
SVP Neon	Power Supply	\$39.50
	Total	\$908.61

MARCH 2018 PAYROLL DEDUCTIONS/RETIREMENT

	DATE	PAYEE NAME	AMOUNT	DESCRIPTION
	03/15/18	TSA/DUES/DEDUCTIONS	\$11,993.76	EMPLOYEE DEDUCTIONS
	03/15/18	MADISON NATIONAL	\$895.55	LTD/LIFE INSURANCE
	03/15/18	BLUE CROSS	26,974.76	INSURANCE
<b>TOTAL</b>			<b>\$39,864.07</b>	

Electronic Pays	\$94,107.96	Internal Revenue Service	FICA
	\$73,695.19	Nebr. Retirement System	Retirement
	\$14,265.75	Nebr. State Taxes	State

**Total                    \$182,068.90**

MARCH PAYROLL

Certified Staff	\$290,540.86
Non-Certified	\$94,252.48
Administration	\$33,864.06

**Total                    \$418,657.40**

SCHOOL LUNCH ACCOUNT - March 2018  
April 9, 2018 Board Meeting

Cash balance as of February 28, 2018:		Expenditures to date thru 3/31/2018	\$219,819.48
	\$99,971.70		
<u>March Receipts:</u>		<u>March 2018 Bills/April 2018 Expenditures for Approval</u>	
Lunches	22,038.75	Cash-Wa Distributing/food	3,003.83
Federal Reimbursement	9,979.45	Earthgrains/food	939.02
State Reimbursement		Hiland Dairy/food	2,224.27
Interest	0.83	Jackson Services/other	435.30
Other	405.97	Nebraska Food Distribution/food	3,535.65
	\$ 32,425.00	Pegler Sysco/food	3,346.30
		Pegler Sysco/other	182.40
		US Foods/food	1,495.89
		US Foods/other	130.60
TOTAL CASH:	\$132,396.70	Walmart/food	36.97
		Walmart/other	3.86
			\$ 15,334.09
<u>March Expenditures:</u>			
Food	13,964.08		
Salaries/March	13,944.79		
Deposit Slips	59.97		
Other	1,391.24		
	\$ 29,360.08		
<u>BALANCE ON HAND:</u>	\$103,036.62		
Bank Balance			
Checking	\$103,036.62		
CD's			
TRANSFERS TO GF	\$ 219,819.48		
MINUS EXPEND. FROM GF	(\$219,819.48)	(March \$29,300.11)	
TOTAL:	\$103,036.62		

Bank balance does not reflect unpaid March bills presented for approval.

Working Balance 3/31/18: \$103,036.62

## MARCH 2018 ACTIVITY BALANCE

Account	Beginning Bal	Expenditures	Revenues	Balance
		YTD	YTD	
One School One Team	4,383.38	\$15,633.30	\$12,070.00	\$820.08
Always For Kids	\$6,539.29	\$10,552.57	\$22,697.83	\$18,684.55
Art Class	\$7,778.88	\$2,580.19	\$449.00	\$5,647.69
Art Club	\$1,198.43	\$16.56	\$0.00	\$1,181.87
Athletics	\$483.91	\$55,891.19	\$56,746.01	\$1,338.73
Band	\$3,491.44	\$1,433.59	\$998.50	\$3,056.35
Band Fund Raising	\$1,558.98	\$1,341.77	\$1,005.00	\$1,222.21
Baylor/ACT	\$4,429.09	\$2,392.00	\$667.00	\$2,704.09
Book Club	\$271.46	\$195.91	\$195.00	\$270.55
Cheerleading	\$2,648.33	\$6,771.17	\$6,762.50	\$2,639.66
Class of 2016	\$249.89	\$200.00	\$0.00	\$49.89
Class of 2017	\$79.86	\$0.00	\$0.00	\$79.86
Class of 2018	\$2,751.34	\$0.00	\$0.00	\$2,751.34
Class of 2019	\$4,614.37	\$2,476.17	\$1,830.00	\$3,968.20
Class of 2020	\$2,759.50	\$286.00	\$2,464.26	\$4,937.76
Class of 2021	\$1,295.18	\$0.00	\$1,430.02	\$2,725.20
Class of 2022	\$0.00	\$0.00	\$635.08	\$635.08
SKILLS	\$511.85	\$466.90	\$1,895.00	\$1,939.95
Library Fund Elem/HS	\$5,919.04	\$4,316.04	\$3,417.26	\$5,020.26
Concessions	\$5,234.91	\$23,480.38	\$20,308.90	\$2,063.43
Dance Squad	-\$446.51	\$988.30	\$4,145.00	\$2,710.19
Drama	\$311.91	\$723.29	\$598.98	\$187.60
Elem Lounge	\$1,219.66	\$153.85	\$0.00	\$1,065.81
FBLA	\$8,045.50	\$15,172.39	\$18,448.89	\$11,322.00
FFA	\$6,247.05	\$11,039.08	\$14,477.61	\$9,685.58
Floor Fund	\$427.95	\$0.00	\$0.00	\$427.95
General	\$3,335.46	\$1,387.37	\$1,035.43	\$2,983.52
Family Consumer	\$3,306.84	\$1,067.54	\$520.00	\$2,759.30
Honors History	\$719.46	\$153.90	\$892.84	\$1,458.40
Honor Society	-\$262.47	\$258.10	\$1,108.89	\$588.32
Interest	\$914.68	\$0.00	\$8.20	\$922.88
JH Student Council	\$4,637.86	\$1,632.10	\$1,572.73	\$4,578.49
Middle School STEM	\$638.62	\$0.00	\$100.00	\$738.62
Metal ShopWood Shop	\$1,895.26	\$3,422.15	\$1,730.00	\$203.11
Metro	\$42,453.39	\$927.50	\$1,225.00	\$42,750.89
Quiz Bowl	\$1,389.64	\$0.00	\$0.00	\$1,389.64
Secondary Lounge	\$1,629.19	\$369.69	\$50.00	\$1,309.50
Soaring to Excellence	\$0.00	\$0.00	\$0.00	\$0.00
Spanish Club	\$181.94	\$0.00	\$0.00	\$181.94
Speech	\$1,416.66	\$1,817.19	\$1,625.36	\$1,224.83
Spring Musical	\$8,852.57	\$4,362.02	\$3,749.50	\$8,240.05
Student Council	\$3,848.74	\$2,836.20	\$4,536.25	\$5,548.79
Student Vending	\$2,414.11	\$488.61	\$540.34	\$2,465.84
Swing Choir	\$5,543.64	\$5,264.52	\$868.30	\$1,147.42
Transition	\$1,613.51	\$0.00	\$0.00	\$1,613.51
Yearbook	\$10,350.84	\$9,653.17	\$10,310.00	\$11,007.67
Pepsi	\$5,511.24	\$2,881.22	\$199.74	\$2,829.76
<b>CAMPS</b>				
BB Camp Fundraiser	\$4,127.23	\$4,529.42	\$3,370.00	\$2,967.81
GBB Camp Fundraiser	\$2,311.74	\$2,996.78	\$2,749.83	\$2,064.79
VB Camp Fundraiser	\$7,265.38	\$1,232.81	\$1,846.98	\$7,879.55
FB Fund (Camps)	\$8,756.28	\$4,473.50	\$954.05	\$5,236.83
CC Fundraiser	\$3,558.94	\$2,673.08	\$1,497.50	\$2,383.36
SB Fundraiser	\$4,407.59	\$5,743.60	\$3,597.56	\$2,261.55
Wrestling Fund	\$2,661.95	\$2,156.95	\$4,296.91	\$4,801.91
Boys Golf	\$1,206.02	\$219.99	\$1,595.00	\$2,581.03
Girls Golf	\$1,154.84	\$1,082.59	\$2,610.00	\$2,682.25
Track Fund	\$235.38	\$511.33	\$1,241.90	\$965.95
Baseball Fund	\$4,561.90	\$2,003.78	\$2,816.65	\$5,374.77
Totals	\$212,643.12	\$220,255.76	\$227,890.80	\$220,278.16
Cd Balance	\$84,293.87			
Checking Balance	\$135,984.29			
Savings Balance	\$219.64			

# Chelsea Kwapnioski

912 Pheasant Circle  
Blair, Nebraska, 68008  
kwapnioskichelsea@gmail.com

## CAREER OBJECTIVE

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Elementary teaching position, grades K-5

## EDUCATION

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### WAYNE STATE COLLEGE

Wayne, Nebraska

*Early Childhood Endorsement Candidate, Expected graduation, Sep 2019*

### UNIVERSITY OF NEBRASKA AT OMAHA

Omaha, NE

*Masters of Science in Education*

### UNIVERSITY OF NEBRASKA AT OMAHA

Omaha, NE

*Bachelor of Science in Education*

- Endorsement in Elementary Education, K-6

## WORK EXPERIENCE

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### Arlington Public School

Arlington, Nebraska

*Elementary Interventionist*

*Feb 2018 – Present*

- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Prepare materials and classrooms for class activities.
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

### Arlington Public Schools

Arlington, NE

*Substitute Teacher*

*Sep 2017 – Present*

- Present subject matter to students under the direction and guidance of teachers.

### Blair Public Schools

Blair, NE

*Substitute Teacher*

*Nov 2017 – Present*

### Blair Community Schools

Blair, NE

*5th Grade Teacher*

*Aug 2012 – May 2015*

- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.

### Pine Creek Elementary

Bennington, NE

*3rd Grade Teacher*

*Aug 2010 – May 2012*

### Black Elk Elementary

Omaha, NE

*3rd Grade Teacher*

*Aug 2007 – May 2010*

**Neihardt Elementary****Omaha, NE***2nd Grade Student Teacher**Jan 2007 – May 2007*

- Design lesson plans, address classroom management skills, motivate students to learn in various ways, and collaborate with other staff members
- Developed a unique ability to adapt quickly to challenges and changing environments
- Assume full responsibility of classroom from cooperating teacher

**Western Hills Elementary****Omaha, NE***Field Experience, 6th Grade**Aug 2006 – Dec 2006*

- Reading and language arts practicum that included creating and assessing six lesson plans

**Gomez Elementary****Omaha, NE***Field Experience, 4th Grade**Jan 2006 – May 2006*

- Social Studies practicum focusing on the Unicameral System

**Ashland Park Elementary****Omaha, NE***Field Experience, 4th Grade**Jan 2006 – May 2006*

- Improvised lesson plans involving math and reading

**Dundee Elementary****Omaha, NE***Field Experience, 4th Grade**Aug 2005 – Dec 2005*

- Completed 40 hours of field experience by observing morning lessons, monitoring and leading small reading group discussions

**ACTIVITIES**

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- Blair Summer School, Summer 2013
- Bennington Summer School, Summer 2011
- NESAs State Math Testing Review Committee, Summer 2011
- Camp Invention Teacher, Summer 2011
- Developed questions for NESAs State Standards, Fall 2011
- Writing Curriculum Committee, Bennington, Fall 2010
- Literacy Team, Black Elk Elementary, Fall 2008
- Student Club Director, Black Elk Elementary, Spring 2009
- Completed 3rd year Induction Program, Millard, Fall 2009

## **Jill Hensley**

1022 E 6<sup>th</sup> St. Fremont, NE 68025

jillandclaytonhensley@gmail.com

Cell: (308) 214-1049

### **OBJECTIVE**

To obtain a position as an educator.

### **EDUCATION**

**Bachelor of Science in Agricultural Education**

**Minor in Agricultural Economics**

**Endorsement in Athletic Coaching**

University of Nebraska-Lincoln, December 2012, GPA: 4.0

**Additional endorsement (Biology) in progress**

University of Nebraska-Lincoln, January 2013-Present

### **EXPERIENCE**

**Agricultural Educator**, August 2013 – Present

Blair High School, Blair, NE

- Build relationships with students centering around personal and professional growth
- Develop and deliver curriculum for Plant and Soil Science, Agriscience I & II, Animal Science I & II, Horticulture, Human Relations, Agriculture Business & Marketing, and Welding in a block schedule
- Motivate students through differentiated instruction including role playing, small groups, lectures
- Created opportunity for students to raise fish in a 400-gallon recirculating aquaculture system
- Constructed and managed annual classroom and program budget
- Utilize Marzano's Instructional Framework to continually improve classroom instruction
- Manage commercial-size frame truss greenhouse and host yearly plant sale
- Connect students with community members and workforce opportunities through guest speakers and field trips to Jensen Shires, Blair Garden Center, Country Gardens, CF Industries

**FFA Advisor**, August 2013 – Present

Blair High School, Blair, NE

- Maintain 100 member roster annually
- Coach and facilitate student participation in 30 unique leadership and content-driven contests such as public speaking, parliamentary procedure, floriculture, meats evaluation, and welding
- Train and advise 8-10 member officer team through leadership retreat and weekly meetings
- Coached 7 students toward qualification in National FFA Agriscience Fair
- Work closely with the FFA Boosters community and parent support group
- Coordinate National FFA Convention trip to Indianapolis, IN and Louisville, KY for 8 schools
- Initiated chrysanthemum greenhouse project and plant sale at homecoming football game
- Developed Fall and Spring "Ag Tour Days" to enhance career awareness at local agribusinesses
- Spearheaded Pennies for Patients raffle to raise funds for Leukemia and Lymphoma
- Started annual "Local Leadership" parent-student banquet to showcase student public speaking
- Organize and host annual awards banquet for members and 250-300 guests
- Annual fruit, meat, cheese, chocolate, and nut fundraiser generating \$16,025 gross profits

**Freshmen Volleyball Coach**, August 2013 – November 2015

Blair High School, Blair, NE

- Plan and execute daily practices
- Build community and team chemistry through daily interactions and occasional bonding events
- Coach games 2-3 times weekly

### **COMMUNITY INVOLVEMENT**

- **Youth Group (7-12) Leader** – Fremont Evangelical Free Church, August 2017 – Present
- **Nursery Worker** – Fremont Evangelical Free Church, October 2017 – Present
- **Mission Work** – Mongolia, June-July 2015, July 2017
- **Wellness Desk Attendant** – Fremont Family YMCA, May 2017-August 2017
- **Mentor** – Nebraska Agricultural Educator Association, June 2016 – May 2017

#### **CERTIFICATIONS AND AWARDS**

- Certified 6-12 Agricultural Educator, Nebraska Department of Education
- Certified 9-12 Work-Based Learning, Nebraska Department of Education
- CPR Certification
- Wrote and received 3 CF Industries mini-grants to further aquaculture project
- IPTV/NET1 TV spot on “Market to Market” featuring Ag Business & Marketing classroom
- “Youth Leading Through Service” grant recipient
- “I Believe in the Future of Ag” video campaign winner
- Nebraska State FFA Convention “Tagged to Teach Ag” guest speaker

#### **PROFESSIONAL ORGANIZATIONS**

- Nebraska Agricultural Educators Association
- National Association of Agricultural Educators
- Nebraska Education Association Member
- Association of Career and Technical Educators
- Association of Career and Technical Educators of Nebraska

#### **PROFESSIONAL DEVELOPMENT**

- Blair Community Schools’ Professional Learning Communities
- Nebraska Career Educators Conference
- Nebraska Beginning Teacher Conference
- Fall Agricultural Educator Symposium
- National Policy Seminar – Washington D.C.
- Stuart’s Flowers and Produce Open House
- Nebraska Educational Technology Association Spring Conference

#### **REFERENCES**

Tom Anderson  
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