

Raymond Central Public Schools Board of Education Regular Meeting

Wednesday, June 16, 2021 at 6:00 PM Central
Raymond Central Jr-Sr High School - Mustang Room
1800 West Agnew Road
Raymond, NE 68428-9783

Call to Order and Pledge of Allegiance

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

Hearing for the following policies: 5415 Bullying, 5419 Restraint and Seclusion, and 6400 Parent Involvement

President Gould announced that the Hearings for three policies (5415 Bullying, 5419 Restraint and Seclusion, 6400 Parent Involvement) were open for discussion. There was no public input and the Hearings were closed.

Motion to Excuse Board Member's Absence

All members were present.

Open Meeting Law

The audience was reminded that the Open Meeting Law would be followed.

Consent Agenda

Motion by Blanchard, second by Lange to approve the consent agenda as presented including the regular meeting minutes of May 12, 2021; May Financial Statement; and June monthly bills. RCV 5-0. Motion carried.

Regular Minutes of May 12, 2021

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Thank you to the Raymond Central staff, students, families and communities for making the 2020-2021 school year a success!

Congratulations to Lynn Johnson for being named the Interim Superintendent for the 2020-2021 school year.

Dr. Gould presented JoAnn Lopez with a Retirement Plaque honoring her 23 years of service to Raymond Central. Dr. Gould also presented Dr. Joel with a Plaque of Appreciation for serving as the Superintendent of Raymond Central Public Schools from July 2017-June 2021.

JoAnn Lopez Retirement

Public Forum

Discussion Items

Administrative Reports

Submitted by Allison Stansberry, Jr-Sr High School Principal

We made it! It is hard to believe that we have already been out of school for a month. I took a week off and had a "staycation". It was so nice to spend time with my family, even if we have been at the ball fields every night since the beginning of May! I have also started my doctoral classes so taking the week to rest and re-energize was much needed as we head into a busy summer of planning and prep for the 2021-2022 school year.

Graduation: The commencement ceremony for the class of 2021 was a success! I am so glad that we were able to have a traditional ceremony to celebrate the success and accomplishments of our students and give them a proper send off to their next journey.

We had our Administrative Retreat this week (June 9-10) with Albert DuPont. It was a great two days and I personally felt that we accomplished a lot. I appreciate Derrick continuing with this retreat and being a part of the conversations and training to ensure we keep the momentum going with the work that we have in front of us.

As we look forward to the 2021-2022 school year, we have many staff joining us at the Jr/Sr High. Those staff members are: Court Croghan: Special Education; Jen Highstreet: Special Education; Johanna Jackson: 6th Grade; Jenna Winfrey: ELA; Alisha Starner: ELA; Katie (Arp) Donahue: Ag/FFA; Aliya Spale: Vocal Music; TBD: Industrial Tech (We are still searching).

Cell Phones/Smart Watches: We are working on developing and updating our current cell phone expectations outlined in the handbook. It is evident that cell phones and smart watches are becoming more of a distraction for our students. Why we understand and support a technology forward school, we also want to help teach and promote appropriate digital citizenship. We want students to be able to be more present and engaged in their learning by removing a major temptation and distraction. We also want to promote face to face social interaction and connections. We have been doing research and also have reached out to the other conference schools to see what they are doing. I will provide an update in July with what that will look like.

We are getting more option enrollment forms coming in. Come August, I will update where our numbers are for each grade level. July is typically a popular time for enrollment.

Submitted by Brian Gralheer, Assistant Jr-Sr High School Principal/Athletic Director

Congratulations to our State Track/Field qualifiers: Grace Mueller (Long Jump, Triple Jump, 200, 4x100); Lauren Prosocki (Shot Put); Halle Heiss (4x100); McKenna Gehle (4x100); Madi Lubischer (4x100); Christian Schweitzer (Shot Put, Discus); Andrew Otto (High Jump, Triple Jump). Special CONGRATULATIONS to our State Medalists: Grace Mueller placed 5th in the Triple Jump and is the Class C State Champion in Long Jump! Christian Schweitzer was the Class C Runner-Up in Shot Put!

The Lincoln Lutheran/Raymond Central girl's soccer team ended their season with a semi-final loss to Omaha Skutt in the State Tournament. They defeated Columbus Scotus in a shootout in the first round. They had a great season. Sierra Springer was recognized as first-team All-Class B by Lincoln Journal Star and Honorable Mention by Omaha World Herald.

The Branched Oak Bucks have played their last game. After meeting with Malcolm officials, we have decided to allow the cooperative agreement for baseball to expire on June 1st. With overall numbers approaching the 60s, we felt it was time to move forward on our own. I would like to thank the players, parents, and coaches for making this coop work so well over the past few years. Dallas Sweet (Malcolm AD) and I met last week to discuss next steps for baseball: We split our schedule then worked to fill in the rest of each of our schedules with additional games. Dallas and I are working with the NSAA to create a Class C for baseball. We feel like this would be a tremendous benefit for like-sized schools across the state. We will co-write a proposal to go in front of ADs in November to potentially be effective Spring 2023.

Summer conditioning is off and running. We have seen great numbers thus far. Coaches have also been holding summer camps/leagues. I have had many thankful reports to be able to have a "normal"

summer for activities.

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Assessment - Student report cards were mailed to families. School and district reports are being sent to and verified with NDE. Thanks to Mr. Steve Rose who does a great job keeping the computer data systems communicating so our "errors" are minimal. We will not have results of state wide (NSCAS) assessments until at least August.

School Improvement - The School Improvement Team met the last week of school to wrap up from 2020-21 and begin planning for 2021-22. We will meet again before school starts.

May 17-20 was devoted time to professional learning. Training for CPI, Grading and Assessment, the new teacher evaluation system, as well as curriculum development were held. PLCs met for the final time this year. In addition, grade level transition meetings were conducted.

The administrative team met for professional learning on June 9 and 10. ESU#2 and NDE are hosting various trainings this summer for administrators and teachers. We appreciate staff continuing their professional learning during the summer months.

We hosted many events for students during the last week of school. Students participated in a fun track and field day organized by Ms. Kalyn Brannagan. We had an assembly facilitated by Wildlife Encounters and sponsored by the PTO that the students really enjoyed. Thank you to Mrs. Cindy Peterson and Mrs. Lori Maxwell for facilitating end of year picnic activities. The annual end of year Awards Assembly was held on May 14. Students were recognized for various achievements including MUSTANG awards. Staff members were recognized for their service to RC. Special thanks to Mrs. Andrea Rockemann for the outstanding video presentation of highlights throughout the year. All of the events made for a way to celebrate the end of this unprecedented year!

Summer Academy 2021 - Classes began on June 8 and will continue through July 1. Students are attending each Tuesday, Wednesday, and Thursday from 9:00-11:30 AM. After the first day, a student reported to a teacher, "I thought this was going to be boring, but it was really fun!"

Mrs. Kendra Carlson and Mrs. Heather Bohac will host Kindergarten Jump Start at the end of July for invited students starting kindergarten in August. The structure will be different this year since we are also hosting Summer Academy.

Summer maintenance has begun. Thank you to our dedicated maintenance crew for their efforts. We will only have a few weeks this summer without students and staff in the building so getting all the maintenance completed will take a combined effort.

In planning for 2021-22, we are watching enrollment closely. Currently, the smallest class in Val is 21, with most classes at 24-25.

Thank you to the BOE for cookie treats during Teacher Appreciation Week!

Congratulations to Mrs. Jo Ann Lopez who will be retiring at the end of July!

Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director Elementary-

Thank you to Mr. Strouf and Mr. Luke for all your hard work coordinating the grades 3-5 music virtual program.

Miss Brannagan did a wonderful job organizing the Field Days for both schools. The students loved it.

The end of the year was celebrated by having a school picnic and going to the Highway Park. It was a beautiful day.

Summer Academy completed the first week June 7-11. Thank you to all the teachers (Mrs. Blank, Ms. Ahlstrand, Miss Fredrickson, and Mrs. Hummel) and support staff (Mr. Smith, Mrs. Fredrickson, Mrs. Wiese, and Ms. Swanson) for making this first week of Summer Academy a great experience.

End of the year cleaning and building maintenance has begun. The maintenance crew did a great job of completing before Summer Academy started.

Civic Nebraska is offering wrap around services during the Summer Academy. Mrs. Kara Nelson

and staff are doing a wonderful job.

Special Education-

Summer is a busy time for the end of the year Special Education reporting. Nebraska Department of Education (NDE) requires numerous reports for SpEd accountability. The Special Education Discipline Report, Snap Shot, and Non-public meeting are all due next week.

Congratulations to [Lori Maxwell](#) who retired at the end of the year. We are grateful for your service and dedication to the district.

Curriculum Report

Superintendent's Report

As you all know, this will be my final board meeting as a Raymond Central Mustang. Thank you for all of your support over the past four years. My family and I appreciate everything the school and community have done over the past couple of nights. We will miss Raymond Central! I will make sure the interim superintendent has everything they need to hit the ground running.

Administrative Two Day Retreat Update - Last Wednesday and Thursday, the administrative team spent time together in developing roles and responsibilities, team building, and becoming more skilled with teacher evaluation. Our Executive Coach, Albert DuPont, led the retreat which resulted in healthy conversations and a better understanding of our team's strengths, weaknesses, and overall roles.

Albert will be back in August to continue this work with the interim superintendent. I can honestly say the unintended positive outcome of the EIR grant was meeting and working with an Executive Coach. Albert has stretched our thinking and increased our own leadership capacity.

Teacher Evaluation (Board Action Needed in July) - As part of our leadership retreat, the team spent time practicing, observing, and evaluating teachers using videos from the Teacher Channel. This was an important step as the document moved from "created" to "implemented". The administrative team will be reviewing and editing the "process and protocols" and present it to the board at the July meeting.

The Board of Education will need to approve the evaluation tool, and then it will be submitted to the State of NE for approval. TeachBoost, the online software that will drive the evaluation process, has been built and is ready to train our staff on use.

Lancaster County Health Department Update - The Health Department let the Directive Health Measure (DHM) expire on June 16. Over 18 and older, 64% of the population has been vaccinated. They would like to see this percentage higher. With the expiration of the DHM, quarantine and isolation will still occur when necessary. They are still recommending following safe practices and protocols.

Goal 1: Ensure continuing well being of staff and students by creating an equitable framework for responding to and recovering from a pandemic.

Goal 2: Continue the creation of a 10-year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

Goal 3: Develop progress monitoring tools to evaluate the effectiveness of district initiatives to ensure the sustainability over time.

2019-2020 Raymond Central Strategic Plan

Facilities Report

The main drive and bus loading/unloading zone have been asphalted. Jared will be striping the areas when the parking lot lines are re-painted.

Elementary schools have been cleaned and waxed. Summer Academy is happening now, touch-ups will be done after it is over.

The crew is currently working to clean, wax, and complete projects at the Jr/Sr High School.

All the material is onsite for the portable to be constructed. Genesis will begin with creating the foundation for the structure.

The waterway project continues to make progress.

The Jr/Sr High School flat roof project is on target to be completed by mid-July.

The Jr/Sr High School HVAC project is moving forward and on target to be completed by the end of July.

Review of Technology Plan

Following are some of the projects I will be working on this summer: Adding/updating Cameras - Waiting for confirmation from Kidwell; Phone Paging System - Done; Porting the Phone System - In Progress; Setting up teacher accounts - In Progress; Setting up teacher computers - In Progress; Setting up Chromebooks - In Progress; Setting up Student Accounts - In Progress; Website Updates - In Progress; Computer Updates - In Progress; Re-Imaging the computers - In Progress.

Chromebooks - We successfully checked in 545 Chromebooks. I am slowly getting through them, fixing any issues with them, and re-labeling them for next year. We have received all the Chromebooks which were ordered throughout the last year. These new Chromebooks will go to the 3rd grade class and the 9th grade class. The 1st & 2nd graders will also receive touch screen Chromebooks.

Teacher Computers - I have begun the process of setting up the new staff computers. My goal is to have them finished by June 23.

Video Board - Tasha and I have been working on updating the video board outside the Mustang Room. We have been starting to add pictures, content, and update records.

Website Updates - Worked on Staff Directory - In Progress; I have removed staff off the "Staff Directory" page (still need to remove from individual "Staff" page under each school); Edit the old "Staff" page under each school and transition to the Staff Directory; Added Articles; Updated Camp Information as the coaches send it in; Posted School board vacancy; Posted before and after school form.

Update of Raymond Central Crisis and Safety Protocol

Committee on American Civics (Breitkreutz - chair, TBD, Burklund)

Transportation Committee (Breitkreutz- chair, TBD, Lange)

Finance Committee (TBD- chair, Blanchard, Breitkreutz)

Facilities Committee (Blanchard- chair, TBD, Burklund)

Negotiations Committee (Blanchard - chair, Gould, Lange)

Curriculum Committee (Gould - chair, Burklund, Lange)

Policy Committee (TBD- chair, Gould, Lange)

NASB Monthly Update

Appendix B Updates - Consider, discuss and take all necessary action

Motion by Breitkreutz, second by Burklund to approve changes to the 2021-2022 Co-Curricular Salary Schedule Appendix B as presented. RCV 5-0. Motion carried.

Approval of Annual District Policy Updates (Perry Law Firm) -Consider, discuss and take all necessary action

Motion by Lange, second by Breitkreutz to approve annual district policy updates from Perry Law Firm including: Policy 1200-Anti-Harassment; Policy 3132-Internal Controls; Policy 4003-Employee Antidiscrimination; Policy 4007-FMLA; Policy 5002-Affidavit; Policy 5401 and 5401z-Equal Opportunity; and Policy 6600-Special Education. RCV 5-0. Motion carried.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Action Items

Approval of Staff Resignation(s)

Motion by Burklund, second by Lange to accept the resignations of Jacki Barry, Preschool Teacher and JoAnn Lopez, Valparaiso Principal's Secretary. RCV 5-0. Motion carried.

Approval of Staff Appointment(s)

Motion by Breitreutz, second by Blanchard to approve the staff appointment of Alisha Starner as ELA Teacher, BA Step 1. RCV 5-0. Motion carried.

Approval of Temporary Appointment to Serve Ward 4

Motion by Burklund, second by Blanchard to temporarily appoint Derek Matulka to serve on the Raymond Central School Board Ward 4 to fill the vacancy created by Lori Springer's resignation. The term will end in December of 2022. RCV 5-0. Motion carried.

Approval of Policies: 5415 Bullying, 5419 Restraint and Seclusion, and 6400 Parent Involvement

Motion by Blanchard, second by Burklund to approve Policies 5415 Bullying, 5419 Restraint/Seclusion, and 6400 Parent Involvement. RCV 5-0. Motion carried.

Approval of Milk Bid 2021-2022

Motion by Breitreutz, second by Lange to approve Hiland Dairy as the milk supplier for the 2021-2022 school year. RCV 5-0. Motion carried.

Approval of 2021-2022 Lunch Prices (No Increase)

Motion by Breitreutz, second by Burklund to retain school breakfast and lunch prices for students and adults with no increase for the 2021-2022 school year. RCV 5-0. Motion carried.

Approval of Surplus Item(s)

Motion by Lange, second by Gould to approve a Toshiba TV/VCR Combo as surplus. RCV 5-0. Motion carried.

Approval of Next Regular Board of Education Meeting - Wednesday, July 14, 2021

Motion by Lange, second by Burklund to approve the next regular Board Meeting for Wednesday, July 14, 2021. RCV 5-0. Motion carried.

Adjournment

Motion by Gould, second by Breitreutz to adjourn the meeting at 6:43 PM. RCV 5-0. Motion carried.

Important Upcoming Dates:

- July 7 - Board Retreat @ 6 PM (location TBD)
- July 14 - Regular BOE Meeting @ 6 PM

Parental/Community Involvement in Schools

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: May 18, 2009
Date of Revision: June 10, 2020

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools.

Definitions

1. **Physical Restraint.** Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
2. **Seclusion.** Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

Physical Restraint

1. **When Physical Restraint May be Used.** Physical restraint may be used in the following circumstances:
 - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
 - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
 - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

2. Conditions. Use of physical restraint shall take into consideration the safety and security of the student:
 - In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.
 - If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.
3. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
4. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint. An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion

1. When Seclusion May be Used. Seclusion may be used in the following circumstances:
 - When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
 - When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
 - When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
 - The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used

with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

2. Conditions. Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

3. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

4. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

Documentation and Evaluation

1. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall

include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

2. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
3. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The notice shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
4. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
 - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: July 19, 2010

Date of Revision: June 10, 2020

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Raymond Central has implemented a variety of supports and resources for students and staff. The following are examples, however, not an exhaustive list:

- Anonymous reporting app
- GoGuardian - Student Device Management Software
- K-12 Anti-Bullying Curriculum for Students
- 5th Grade Kindness Retreat
- Trauma-Informed Care Training for staff
- Mental Health First Aid Training for Staff
- 6-12 Onsite Mental Health Therapist (2 days per week)
- Project Harmony training for School Counselors

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2,137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: April 20, 2009
Date of Revision: June 10, 2020

Raymond Central Public Schools Board of Education Regular Meeting

Wednesday, May 12, 2021 at 6:00 PM Central

Jr/Sr High School Mustang Classroom

1800 West Agnew Road

Raymond, NE 68428-9783

Present: Matt Blanchard, Brad Breitreutz, Cathy Burklund, Dr. Harriet Gould, Bill Lange,

Absent: Lori Springer. Also attending were Dr. Derrick Joel, Superintendent; Allison Stansberry, Secondary Principal; Brian Gralheer, Asst Principal/Athletic Director; Shelly Dostal, Valparaiso Elementary Principal; and Ann Egr, Ceresco Elementary Principal.

Call to Order and Pledge of Allegiance

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

Motion to Excuse Board Member's Absence

Motion by Blanchard, second by Breitreutz to not excuse the absence of Lori Springer. RCV 5-0. Motion carried.

Open Meeting Law

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

Consent Agenda

Motion by Burklund, second by Lange to approve the consent agenda as presented including the regular meeting minutes of April 14, 2021; April Financial Statement; and May monthly bills. RCV 5-0. Motion carried.

Regular Minutes of April 14, 2021

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Last week was Teacher (Educator) Appreciation Week! The Board of Education would like to say thank you to all RC educators for adapting to virtual and face-to-face learning, implementing Covid-19 safety guidelines, being flexible, and ensuring all kids have the opportunity to be successful. We know the past year has been no easy feat. Thank you for showing resilience, compassion, & bravery. #RCJourney

Good luck to the class of 2021 as they continue their journey outside the walls of Raymond Central! We look forward to celebrating all of your accomplishments on Saturday at 2:00 PM.

Lori Maxwell submitted her resignation to Raymond Central after serving as a Special Education Teacher at Valparaiso Elementary for 30 years. Lori has been an active advocate for all students at Raymond Central and has always gone above and beyond to ensure their success. We are sad to see Lori leave our district, however, we wish her nothing but the best in her next chapter of life. Dr. Gould presented Lori with a Retirement Plaque honoring her 30 years of service to Raymond Central.

Lori Maxwell Retirement

Public Forum

Discussion Items

Student Board Report - Sydnie Blanchard

Sydnie Blanchard gave her last presentation to the Board as the 2020-2021 Student Board Member. Dr. Gould presented Sydnie Blanchard with a Certificate of Appreciation.

Certificate of Appreciation

Administrative Reports

Submitted by Allison Stansberry, Jr-Sr High School Principal Senior shout outs continued...

- Logan Sears has completed his first solo flight
- Grace Mueller broke the school record in long jump
- Jenna Krenke signed with Hastings College for Cheer
- Hunter Kohl and Lauren Prosocki received the Elks Lodge Scholarship
- Calleigh Osmera, Connor Nichols and Jenna Krenk were named 2021 All Academic Program Honorable Mention through the Omaha World Herald

Staff Appreciation Week May 3-7: Following is a list of what we did to celebrate all of our amazing staff at the Jr/Sr High in honor of staff appreciation week: Monday-Breakfast; Tuesday-Let us "Lei" it out for you! You're the best staff around and we are "poppin" with appreciation! (Popcorn Bar); Wednesday-Here is the scoop! We think you are pretty cool! (Ice cream); Thursday-Your O'Fish-ally the best teachers and staff. Thank you for all you do! Friday-You make our school Sun Sational (Picnic Outside).

Graduation Plans for the Commencement Ceremony are as follows: The Commencement Ceremony will be held on May 15, 2021 at 2:00 PM in the main gym. Masks required; Families of graduates must sit together and distanced from other families; The band and choir will not perform to allow us for additional space for families; Every student is allowed up to 12 guests. Tickets will be given to students after they successfully complete their check in; Remote learning students and early graduates will receive their tickets and complete check out at rehearsal; Doors will open at 1:00 PM.

Week of May 10th (Last week for students): May 11-Seniors Last Day (Senior Signing at 2:45-live streamed); May 12 & 13-Finals; May 13-District Track; May 14-Students last day of school. Activities planned include: check in, Chromebook check in, Presentation by Deputy Piitz, Equity video created by our student leadership team and discussion, and outdoor activities; May 15-Commencement Ceremony at 2:00 PM.

Proposed Bell Schedule for 2021-2022 School Year:

A Day

Block 1: 8:10-9:35

Block 2: 9:38-11:08

Block 3: 11:11-1:11 (includes lunch)

-Lunch 1: 11:08-11:38

-Lunch 2: 11:48-12:18

6th grade

-Lunch 3: 12:41-1:11

Advisory: 1:15-2:00

Block 4: 2:03-3:30

B Day

Block 5: 8:10-9:35

Block 6: 9:38-11:08

Block 7: 11:11-1:11 (includes lunch)

-Lunch 1: 11:08-11:38

-Lunch 2: 11:48-12:18

-6th Grade

-Lunch 3: 12:41-1:11

Advisory: 1:15-2:00

Block 8: 2:03-3:30

Congratulations to our 2021-2022 Student Council Officers:

Student Body President: Jaci Bryce

Seniors: Class President-Rachel Potter; Vice President-Skyler Sears; Secretary-Nelle Serrano; Treasurer-Josh Masek; Reps-Maddie Peterson and Micah Roubal

Juniors: Class President-Isaak Fredrickson; Vice President-Rachel Bos; Secretary-Maddie Ayres; Treasurer-Madison Parham; Reps-Aleyna Cutlers and Jaden Kohl

Sophomores: Class President-Rosalie Tvrdy; Vice President-Braelyn Christensen; Secretary-Kyle Peterson; Treasurer-Leslie Bos; Reps-Bailey Skeahan and Olivia Masek

Freshman: Class President-James Liu; Vice President-Sarah Lange; Secretary-Dawson Potter; Treasurer-Arianna Ceja; Reps-Elijah Ehlers and Liam Tvrdy

At this time, we are still working on hiring an Industrial Tech and ELA teacher. Typically, schedules are released prior to students leaving for the summer. Unfortunately with us still being in the process of hiring, schedules are a fluid situation and therefore schedules will not be released until mid to end of June.

Submitted by Brian Gralheer, Assistant Jr-Sr High School Principal/Athletic Director

May is here! Thinking about where we were one year ago, it is hard to believe we made it. There are so many words that come to mind when trying to describe the 2020-2021 school year, however I have settled on *adapting*. Between our staff, students, parents, and stakeholders, everyone had to adapt to make the best out of the past year. This is a life lesson that goes well beyond the classroom for our students. Our students found ways to adapt to the circumstances to have a positive experience this past year.

Our track athletes have been competing well all season. Every meet they went to had undesirable weather, but we had a beautiful day to celebrate our seniors at the annual RC Invite on Thursday. They will be competing in Districts this coming Thursday in Louisville. Congratulations to Grace Mueller on her School Record long jump of 18'2".

The Lincoln Lutheran/Raymond Central soccer teams have competed hard this year. The girls defeated Columbus Lakeview 6-0 in the B-6 District Final to punch their ticket to the State Tournament. They are scheduled to play Columbus Scotus Friday night at Morrison Stadium on the campus of Creighton University. The boys have a small but hard-working team. They lost in the first round of sub districts to Crete.

The Branched Oak Bucks finished the year with a loss to Fairbury in the district tournament with a final record of 10-11. I think I speak for the players and parents when I say that spring baseball was sorely missed last year. It was nice to see the Bucks in action.

Electronic Contracting Company is on the homestretch of their work on the new sound system in the Main Gym. With a couple of parts on temporary backorder, we are looking to complete well before our deadline of the May 16 HS Graduation. A big thanks to Jared, Ron, and the ECC crew for working with us to still hold classes while installing the speaker system. I am excited to work with the new system.

We will not be hosting a formal athletic banquet this year. Instead, the individual coaches have been holding an awards presentation with athletes and families. We have been masking, distancing, and not allowing food at these presentations since the fall.

The coaches have been working together to make a plan for our summer conditioning program. We have been waiting on guidance from the NSAA, but we hope to have a sense of normalcy return this summer. Information on this will be sent out this week to students and parents.

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Assessment - State Testing (NSCAS) for Phase I Pilot English Language Arts (grades 3-8), Phase I Pilot Math (grades 3- 8), and Science Field Test (grades 5 & 8) has been completed. In addition, paper/pencil tests have been returned and alternate assessments processed. Results will not be released to districts until later this summer or in the fall.

Assessment - FASTBridge end of year testing (K-5) has been completed. Teachers will review data and make instructional decisions for next year based on the data. All elementary program assessment data is to be turned in by teachers to Mrs. Dostal by May 19 for analysis this summer. Report Cards will be mailed out to families on May 21.

Professional Learning - PLCs met for the last late start of the year on April 28. PLC groups read and discussed "Five Myths of Standards Based Grading," Chapter 3 of *Grading from the Inside Out* by Tom Schimmer. PLCs will meet one last time on May 17. Data and reflections were to be completed. Some teachers will be participating in summer learning opportunities. The SIP team will meet this summer to review data and plan for next year. The group will miss the leadership of Mrs. Lori Maxwell who has served as chair of the SIP team for the last several years.

Professional Learning for May - The administrative team has a number of learning sessions planned for the week of May 17. Professional development is planned for Grading and Assessment, EIR Grant, Teacher Evaluation, CPI, Science Techbook for elementary teachers, as well as curriculum work, PLC time, and transition meetings.

Summer Academy 2021 - The elementary sites will host Summer Academy from June 8-July 1. Students will attend each Tuesday, Wednesday, and Thursday from 9:00-11:30 AM. Students have been invited to attend; the goal is to decrease students' learning loss due to school closure as a result of the pandemic. Thank you to all the staff who will be working through the summer to benefit our RC students.

Planning for 2021-2022 - Visitation Day for prospective kindergarteners was held on May 3. Fifth graders visited the HS building on April 29. Mrs. Stansberry, Mr. Grahler, Mrs. Osten, and 6th grade teachers Mrs. Abby Spangler and Mr. Adison Kenning facilitated the 5th to 6th grade orientation session for fifth graders from both buildings. Sixth grade families will also have a meeting in August. We will have a "moving up" time on May 12 at the Valparaiso site when all K-4 students visit the next grade's classroom. This transition time will assist students as they look forward to the next school year.

PTO - We are thankful for the diligent efforts throughout the year by the PTO to support our students and staff, and especially for the funding for some special end of year activities. Thank you to the families for all the treats to celebrate Staff Appreciation Week. The last Mustang Dining Out Day will be May 14 with Raymono's donating a percentage of the day's sales to the PTO. Officers for 2021-22 include: President-Candace Jindra; Vice President-open; Treasurer-Marcene Sklenar; Secretary-Jeni Vech. We will meet this summer to plan out the 2021-22 events. Thank you to Maureen Brase-Houchin for her leadership on the board for the last several years, and to all the amazing volunteers who support our elementary schools.

Other happenings at Valparaiso:

Great job to Mrs. Kristine White and Mrs. Kendra Carlson for organizing a record breaking plant sale on May 1! Thank you to everyone who purchased plants and to those who helped organize. Funds raised will support the Jump Start to Kindergarten Program held during the summer and retreats like the Kindness Retreat for our older students.

The spring concert for grades 3-5 will be recorded and sent out to families on May 10. Thank you to Mr. Strouf and Mr. Luke for creating the video.

We are looking forward to our Track and Field Day on May 11. Rain date is May 13. Thank you to Ms. Kalyn Brannagan for facilitating this experience in a modified way.

We have other special events planned for the last week of school, including a visit from Wildlife Encounters and a school picnic with class activities. Extra thought and attention to safe practices are in place to make these fun, enjoyable experiences for our students. Thank you to the PTO for supporting these end of year activities.

Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director Elementary

Raymond Central will be offering a Summer Academy Program. Currently we have 26 students enrolled in the program at Ceresco. We are excited to offer this summer learning opportunity.

PTO sponsored a virtual trivia night on April 29.

Thank you to Mr. Luke and Mr. Strouf for organizing the virtual spring concert. The students sounded great and the band did a wonderful job.

The staff appreciated all of the wonderful treats provided by PTO, School board and parents for Teacher Appreciation Week. Thank you so much!

April 29 was an exciting day for the fifth graders! They participated in transition activities at the High

School. Mrs. Stansberry, Mr. Grahleer, and Ms. Osten organized activities for the group.

Due to Covid-19 restrictions, students were not able to go on a field trip as usual. PTO is sponsoring "Wildlife Encounters" assembly on Tuesday, May 11. Grades K-2 will attend from 1:00-1:45 followed by grades 3-5 starting at 2:00. Thank-you PTO!

Field Day will be Wednesday May 12 starting at 8:45. This year the event will be held in Ceresco at the Highway Park. A huge shout out to Ms. Brannagan for organizing this for both elementary schools.

The annual school picnic will be held on Thursday, May 13 at the highway park. We are hoping to make the last week of school a memorable one!

Curriculum Report

Superintendent's Report

Graduation will be held this Saturday at 2:00 PM in the main gym. K-11 student's last day is Friday. Elementary schools will be dismissed at 11:45 AM and the Jr/Sr High School will be dismissed at 12:00 PM. Since I know everyone is counting down, the first day for the 2021-2022 school year is **August 11!**

Thank you to our students, families, staff, and everyone in our communities for their efforts in mitigating the spread of COVID-19. Because of our collective commitment to the health and well-being of our community, we were fortunate to go the entire school year with face-to-face learning without a disruption. Please continue your efforts into the summer months. Raymond Central will be creating our summer return to learn plan in July. In the meantime, we will continue to be masked up while we are in school and follow all the local health department guidelines and expectations.

Next week our staff will have time to engage in professional learning that we were not able to get in during the 2020-2021 school year. A few of the topics include: Implementing a STEM Culture (and update on the EIR Grant); Grading for Learning (grading practices aligned to standards focused on student growth); Teacher Evaluation; and Professional Learning Communities (time to review goals and reflect on the year).

We have submitted our ESSR II grant application. This federal money will be used to fund our K-5 Summer Academy and our final HVAC project at the Jr/Sr High School. We will receive a total of \$157,781. ESSR III funding will become available late summer or early fall.

Summer Lunch Program signup is due today! We are excited to offer for the second time a free lunch option for our students and families. This year Patty Hudson and her team are looking for more options to serve each week, including breakfast items! This program will start next week and run through the entire summer. We have **159** signed up thus far!

Enjoy your summer- relax, have fun, spend time with family and friends - but do it in a safe and healthy manner.

Goal 1: Ensure continuing well being of staff and students by creating an equitable framework for responding to and recovering from a pandemic.

Goal 2: Continue the creation of a 10-year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

Goal 3: Develop progress monitoring tools to evaluate the effectiveness of district initiatives to ensure the sustainability over time.

2019-2020 Raymond Central Strategic Plan

Facilities Report

Upcoming Large Projects include: Asphalt Main Drive and Bus Loading/Unloading Zone; Waterway in the Field; Replace 4 Addison Units @ the Jr/Sr High School; Replace Flat Roof Areas at the Jr/Sr High School; Phase I of Concrete Work (behind the school next to the new shed); and Construct a portable classroom (Genesis Construction).

Upcoming Small Projects include: Replace tile with carpet in ELA classroom; and Prepare Special Education Director's Office.

Review of Technology Plan

Following are some of the projects Mrs. Schaffer will be working on this summer: Adding/updating Cameras; Phone Paging System; Setting up teacher accounts; Setting up teacher computers; Setting up Chromebooks; Setting up Student Accounts; Website Updates; Computer Updates; Re-Imaging the computers.

We have started to add beginning of the year forms to PowerSchool. This will allow parents and guardians to submit the forms electronically.

Mrs. Schaffer and Mrs. Osten have been working on updating the video board outside the Mustang Room. They have been starting to add pictures, content, and update records.

Update of Raymond Central Crisis and Safety Protocol

School Nurse Amanda Ehlers gave an update on our School Health Program and what a school nurse provides for our students and schools: Compliance with Nebraska State Law; State mandated student health screening (apx 375 this year); maintenance of student immunizations, records/compliance; data tracking for certain illness and communicable disease prevention; maintain student health files for all students according to state law; case manage health conditions and chronic disease conditions, provide daily medications and as needed medication, provide daily medications and as needed medication, and provide triage care for all who walk through the door.

Committee on American Civics (Breitkreutz - chair, Springer, Burklund)

Transportation Committee (Breitkreutz- chair, Springer, Lange)

Finance Committee (Springer- chair, Blanchard, Breitkreutz)

Facilities Committee (Blanchard- chair, Springer, Burklund)

Negotiations Committee (Blanchard - chair, Gould, Lange)

Curriculum Committee (Gould - chair, Burklund, Lange)

Policy Committee (Springer- chair, Gould, Lange)

NASB Monthly Update

Update on School Health Program - Nurse Amanda Ehlers, RN

Paid Day for All Staff May 20th or May 21st, 2021 - Consider, discuss and take all necessary action

Motion by Blanchard, second by Burklund to award all Raymond Central staff members with one paid day off due to the amount of time and effort all RC staff invested to make the 2020-2021 school year successful. RCV 4-0, Breitkreutz abstained. Motion carried. Classified staff will receive their agreed-upon hours and not report to work on Thursday, May 20. Certified and full-time staff will receive their agreed-upon hours and not report to work on Friday, May 21.

Schedule Board Retreat to Discuss Feasibility Study and Next Steps - Consider, discuss and take all necessary action

Motion by Breitzkreutz, second by Lange to schedule a Board Retreat on Wednesday, July 7 to discuss the Feasibility Study and next steps. RCV 5-0. Motion carried.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Action Items

Approval of Staff Resignation(s)

Motion by Blanchard, second by Lange to approve staff resignations of: Janet Dannelly, High Ability Learner Coordinator; Madeline Shomos, Jr/Sr High School ELA; Haley Ayers, Jr/Sr High Head Cook; and Kristy Sears, Preschool Bus Driver. RCV 5-0. Motion carried.

Approval of Staff Appointment(s)

Motion by Blanchard, second by Breitzkreutz to approve staff appointments of: Emma Jorgenson and Shannon Chinn - One-Act Co-Directors; Mike Henderson - mowing at the Jr/Sr High School (5 hr at \$18/hr); Traci Hummel and Taylor Craig - Assistant JH Volleyball-shared. RCV 5-0. Motion carried.

Approval of Substitute(s)

Motion by Breitzkreutz, second by Burklund to approve Deanna Priefert as a Paraeducator Substitute. RCV 5-0. Motion carried.

Approval to Construct Portal Classroom

Motion by Blanchard, second by Burklund to accept the bid of \$141,332.00 from Genesis Construction to build a portable classroom on site at the Jr-Sr High School location for the 3-year-old Preschool Program. RCV 5-0. Motion carried.

Approval of Student-Teacher for 2021-2022 School Year

Motion by Breitzkreutz, second by Blanchard to approve Sarah Ernst as a Student Teacher with Jordan Luke in the fall of 2021. RCV 5-0. Motion carried.

Approval of Interlocal Agreement with the Village of Ceresco

Motion by Burklund, second by Blanchard to approve the Interlocal Agreement with the Village of Ceresco providing the use of the Ceresco Elementary ballfield to the Ceresco Youth Recreation Association. RCV 5-0. Motion carried.

Approval of Multicultural Report(s)

Motion by Breitzkreutz, second by Burklund to approve Multicultural Reports submitted by the Ceresco and Valparaiso elementaries and the Jr-Sr High School. RCV 5-0. Motion carried.

Approval of June 16, 2021, at 6:00 PM Hearing for the following policies: 5415 Bullying, 5419 Restraint and Seclusion, and 6400 Parent Involvement

Motion by Burklund, second by Lange to approve the June 16, 2021 annual Hearing for Policies 5415 Bullying, 5419 Restraint and Seclusion, and 6400 Parent Involvement. RCV 5-0. Motion carried.

Approval of Next Regular Board of Education Meeting - Wednesday, June 16, 2021

Motion by Blanchard, second by Burklund to approve the next Regular Board Meeting to be held on Wednesday, June 16, 2021. RCV 5-0. Motion carried.

Adjournment

Motion by Breitreutz, second by Lange to adjourn the meeting at 6:54 PM. RCV 5-0. Motion carried.

Important Upcoming Dates:

- May 15 - Graduation @ 2 PM
- June 16 - Regular BOE Meeting @ 6 PM
- July 14 - Regular BOE Meeting @ 6 PM
- July 7 - Board Retreat @ 6 PM (location TBD)

**RAYMOND CENTRAL PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION**

May 28, 2021

	5/1/2021 Thru 5/28/2021	5/1/2020 Thru 5/28/2020
Bank Balance - Beginning of month	\$ 2,934,980.98	\$ 2,889,540.83
Deposits	\$1,699,593.74	\$ 1,711,251.44
Interest	\$338.24	\$ 1,329.33
Less Total Warrants	<u>\$ (725,089.62)</u>	<u>\$ (667,701.49)</u>
Bank Balance - End of Month	\$ 3,909,823.34	\$ 3,934,420.11
Plus Outstanding Deposits	\$ -	\$ 95.00
Less Outstanding Checks	\$ (258,875.40)	\$ (83,593.94)
Book Balance - End of month	<u>\$ 3,650,947.94</u>	<u>\$ 3,850,921.17</u>

**RAYMOND CENTRAL PUBLIC SCHOOL
FINANCIAL STATEMENT JUNE 1, 2021**

GENERAL FUND

Cash Balance - May 1, 2021		2,811,143.40
May Receipts		1,699,593.74
May Interest Earned		338.24
	Total	\$4,511,075.38
May Disbursements		<u>-860,127.44</u>
	Cash Balance - June 1, 2021	\$3,650,947.94

LUNCH FUND

Cash Balance - May 1, 2021		192,506.09
May Receipts		\$55,557.68
May Interest Earned		<u>\$9.92</u>
	Total	\$248,073.69
May Disbursements		<u>-\$40,512.42</u>
	Cash Balance - June 1, 2021	\$207,561.27

BUILDING/SINKING FUND

Cash Balance - May 1, 2021		1,123,466.32
May Receipts		98,121.88
May Interest Earned		108.57
	Total	1,221,696.77
May Disbursements		-208,366.25
	Cash Balance - June 1, 2021	\$1,013,330.52
Certificate of Deposit + Interest		<u>\$555,030.57</u>
	Combined Balance - June 1, 2021	\$1,568,361.09

HIGH SCHOOL BOND FUND

Cash Balance - May 1, 2021		559,645.31
May Receipts		52,245.41
May Interest Earned		67.62
	Total	\$611,958.34
May Disbursements		<u>\$0.00</u>
	Cash Balance - June 1, 2021	\$611,958.34

DEPRECIATION FUND

Cash Balance - May 1, 2021		1,060,033.53
May Receipts		
May Interest Earned		243.95
	Total	\$1,060,277.48
May Disbursements		<u>\$0.00</u>
	Cash Balance - June 1, 2021	\$1,060,277.48
Certificate of Deposit + Interest		<u>\$622,354.76</u>
	Combined Balance - June 1, 2021	\$1,682,632.24

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Cash Balance - May 1, 2021		10,469.97
May Receipts		\$0.00
May Interest Earned		<u>\$0.64</u>
	Total	\$10,470.61
May Disbursements		<u>\$0.00</u>
	Cash Balance - June 1, 2021	\$10,470.61

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Cash Balance - May 1, 2021		\$34,969.24
May Receipts		\$0.00
May Interest Earned		<u>\$14.17</u>
	Total	\$34,983.41
May Disbursements		<u>\$0.00</u>
	Cash Balance - June 1, 2021	\$34,983.41
Certificate of Deposit + Interest		<u>\$16,093.84</u>
	Combined Balance - June 1, 2021	\$51,077.25

TAXES - 2020-2021

Taxes Budgeted	\$7,466,374.00	
Taxes Received	<u>\$5,731,992.89</u>	4/30/2021: 76.77% Received
Balance	\$1,734,381.11	4/30/2020: 75.87% Received

**RAYMOND CENTRAL PUBLIC SCHOOLS
GENERAL FUND RECEIPTS AND DISBURSEMENTS - MAY 2021**

MAY 1, 2021 BANK BALANCE		2,811,143.40
LANCASTER COUNTY TREASURER		
TAXES	358,935.64	
CARLINE TAXES	1,708.29	
MOTOR VEHICLE TAXES	20,831.53	
FINES & FEES	2,200.04	
HOMESTEAD EXEMPTION	15,593.46	
PERSONAL PROPERTY TAX CREDIT	8,701.32	
SAUNDERS COUNTY TREASURER		
TAXES	1,120,883.20	
CARLINE TAXES	992.48	
FINES & FEES	976.48	
SEWARD COUNTY TREASURER		
TAXES	33,071.79	
MOTOR VEHICLE TAXES	11.80	
FINES & FEES	106.48	
HOMESTEAD EXEMPTION	280.04	
BUTLER COUNTY TREASURER		
TAXES	1,673.23	
MOTOR VEHICLE TAXES	0.41	
FINES & FEES	24.09	
STATE OF NEBRASKA		
STATE AID	36,760.00	
SPED SCHOOL AGE	65,959.00	
RENTAL		
FARM LAND RENT	13,299.66	
RCPS HOT LUNCH FUND		
MAY EXPENSES	16,389.00	
INSURANCE ADJUSTMENTS		
BUS TIRE CLAIM PAYMENT	411.46	
SALE OF PROPERTY		
PROPANE TANK PURCHASE - BRENNER	500.00	
PRE-SCHOOL FEES		
FEES	284.34	
JONES BANK		
GENERAL FUND INTEREST - MAY	338.24	
TOTAL MAY RECEIPTS		1,699,931.98
TOTAL RECEIPTS		4,511,075.38
MAY DISBURSEMENTS		860,127.44
JUNE 1, 2020 BANK BALANCE		3,650,947.94

May 2021	Percent of Year Completed		75.00%			
2020-2021 RECEIPTS		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2020-2021	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2020-2021	2020-2021	2019-2020	2020-2021	2019-2020
Property Taxes	\$7,466,374.00	\$1,514,563.86	\$5,731,992.89	\$5,576,407.89	76.77%	75.87%
Motor Vehicle Tax	\$489,778.00	\$20,843.74	\$375,339.92	\$348,337.09	76.63%	78.28%
Carline Taxes	\$3,500.00	\$2,700.77	\$8,334.94	\$3,015.16	238.14%	86.15%
Other Tuition	\$0.00	\$0.00	\$0.00	\$0.00		
Interest	\$10,200.00	\$338.24	\$3,229.95	\$6,857.26	31.67%	143.49%
Local License Fees	\$2,000.00	\$0.00	\$1,580.00	\$1,830.00	79.00%	183.00%
Other Local Receipts(Pre-School)	\$11,000.00	\$284.34	\$9,128.77	\$7,165.67	82.99%	79.62%
Fines & License Fees	\$45,000.00	\$3,307.09	\$26,119.77	\$28,159.37	58.04%	70.40%
ESU Receipts	\$0.00	\$0.00	\$252.50	\$0.00		
State Aid	\$374,718.00	\$36,760.00	\$337,959.00	\$420,210.00	90.19%	90.00%
Special Education	\$350,000.00	\$65,959.00	\$385,556.00	\$394,040.00	110.16%	131.35%
Special Education Transportation	\$20,000.00	\$0.00	\$21,504.00	\$19,812.00	107.52%	660.40%
Homestead Exemption	\$0.00	\$15,873.50	\$76,923.44	\$97,936.57		
Payments for High Ability Learners	\$6,221.00	\$0.00	\$6,613.00	\$6,569.00	106.30%	105.59%
Pro-Rate Motor Vehicles	\$17,000.00	\$0.00	\$13,696.04	\$13,301.77	80.56%	102.32%
State Apportionment	\$136,406.00	\$0.00	\$106,348.64	\$136,925.19	77.96%	136.93%
Relief to Property Tax Payers	\$0.00	\$0.00	\$356,583.46	\$358,992.78		
Other State Receipts	\$50,000.00	0.00	42,000.00	\$42,000.00	84.00%	
Personal Property Tax Credit	\$0.00	8,701.32	70,521.07	\$10,056.71		
Title I Funds	\$43,934.00	\$0.00	\$16,079.00	\$31,601.00	36.60%	71.93%
Title II, Part A ESSA (NCLB)	\$12,974.00	\$0.00	\$12,970.00	\$15,077.00	99.97%	116.21%
Other Federal Receipts	\$85,305.00	\$0.00	\$0.00	\$0.00	0.00%	
SPED IDEA Grant	\$90,000.00	\$0.00	\$126,440.00	\$89,089.00	140.49%	71.28%
EducationQuest Grant	\$5,000.00	\$0.00	\$3,000.00	\$0.00	60.00%	
Carl Perkins	\$5,500.00	\$0.00	\$0.00	\$2,295.00	0.00%	459.00%
Other Non-Revenue Receipts	\$0.00	\$13,711.12	\$14,823.97	\$245.00		
Ag Land Property Credit	\$0.00	0.00	110,271.14	\$112,794.10		
ESSER (COVID-19) Funds	\$0.00	\$0.00	\$41,409.00	\$0.00		
Sale of Property	\$200.00	\$500.00	\$8,825.00	\$391.60	4412.50%	391.60%
MIPS-Medicaid in Public Schools	\$4,600.00	\$0.00	\$6,676.13	\$2,818.92	145.13%	
Transfer from Other Fund/ Imprest	\$0.00	\$0.00	\$25,009.52	\$0.00		
Cash Balance Dissolved/Merged Districts	\$0.00	\$0.00	\$0.00	1.65		
TOTAL	\$9,229,710.00	\$1,683,542.98	\$7,939,187.15	\$7,725,929.73	86.02%	86.57%
2020-2021 DISBUREMENTS		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2020-2021	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2020-2021	2020-2021	2019-2020	2020-2021	2019-2020
Instructional Services	\$4,693,420.00	\$345,640.30	\$3,104,284.79	\$3,135,685.79	66.14%	68.26%
Special Education	\$1,716,653.00	\$100,876.37	\$960,145.56	\$919,686.19	55.93%	57.27%
Guidance	\$233,578.00	18,402.94	168,235.48	\$120,225.97	72.03%	53.77%
School Health Nurse	\$83,527.00	6,600.51	49,959.26	\$0.00	59.81%	
Safety & Security	\$20,848.00	\$0.00	\$10,165.68	\$18,140.42	48.76%	87.01%
Activities	\$121,700.00	\$9,785.96	\$57,263.73	\$59,348.14	47.05%	47.41%
Media, Audio Visual, Technology	\$564,875.00	\$59,698.79	\$565,428.60	\$305,658.37	100.10%	59.39%
General Administration	\$502,973.00	\$55,734.31	\$324,524.88	\$345,121.53	64.52%	75.36%
School Administration	\$596,624.00	\$52,681.48	404,007.53	\$388,514.12	67.72%	67.38%
Business	\$130,000.00	\$5,005.93	51,989.02	\$44,964.55	39.99%	15.04%
Operation of Plant	\$789,234.00	\$41,699.56	380,684.40	\$425,014.22	48.23%	53.26%
Maintenance of Plant	\$637,611.00	\$14,612.83	306,033.49	\$239,958.78	48.00%	39.41%
Pupil Transportation	\$598,751.00	\$28,690.80	\$158,384.24	\$208,197.28	26.45%	39.25%
Grants Includes Covid Expenses	\$96,883.00	\$104,594.16	\$225,041.83	\$48,470.73	232.28%	87.38%
Transfers	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
TOTAL	\$10,796,677.00	\$844,023.94	\$6,766,148.49	\$6,258,986.09	62.67%	60.07%

RAYMOND CENTRAL PUBLIC SCHOOLS

Student Activities Account Balances - May 2021

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
Class of 2028 V	577.14	0.00	0.00	577.14
Class of 2029 V	348.12	0.00	0.00	348.12
Class of 2030 V	338.19	0.00	0.00	338.19
Class of 2031 V	298.49	0.00	0.00	298.49
Class of 2032 V	308.42	0.00	0.00	308.42
Class of 2033 V	358.03	0.00	0.00	358.03
APEX	169.05	0.00	0.00	169.05
ART CLUB	100.00	0.00	0.00	100.00
Service Fees	320.71	63.78	40.12	344.37
Class 2020	0.00	0.00	0.00	0.00
Class 2021	305.29	378.00	0.00	683.29
Class 2022	1,676.34	0.00	0.00	1,676.34
Class 2023	54.75	0.00	0.00	54.75
Class 2024	264.96	0.00	0.00	264.96
Class of 2027	3,726.98	0.00	0.00	3,726.98
Class of 2028 C	278.64	0.00	0.00	278.64
Class of 2029 C	308.42	0.00	0.00	308.42
Class of 2030 C	348.12	0.00	0.00	348.12
Class of 2031 C	487.82	0.00	0.00	487.82
Class of 2032 C	328.27	0.00	0.00	328.27
Class of 2033 C	318.34	0.00	0.00	318.34
Athletics	124,324.54	5,029.19	10,128.79	119,224.94
Boys BB	1,254.05	625.00	0.00	1,879.05
Cross Country	507.98	0.00	0.00	507.98
Baseball	260.26	0.00	0.00	260.26
Football	2,614.09	1,720.00	631.63	3,702.46
Girls BB	1,808.92	0.00	0.00	1,808.92
Golf Activity	1,068.91	0.00	0.00	1,068.91
Softball	3,545.80	0.00	0.00	3,545.80
Track	455.67	732.95	0.00	1,188.62
VolleyBall	7,052.38	3,539.00	3,944.00	6,647.38
Weight Room	(1,131.00)	0.00	0.00	(1,131.00)
Wrestling	7,319.30	1,750.00	73.20	8,996.10
Spanish Club	1,086.83	0.00	0.00	1,086.83
Life Skills	2.41	0.00	0.00	2.41
Ceresco Book Fair	87.75	0.00	0.00	87.75
Ceresco Box Tops	379.89	0.00	0.00	379.89
Ceresco Field Trips	2,994.32	0.00	0.00	2,994.32
Ceresco Playground	1,462.75	0.00	0.00	1,462.75
Ceresco Pop	(34.37)	0.00	0.00	(34.37)
Elem Fines	516.05	0.00	0.00	516.05
Elem PE	2,167.50	0.00	0.00	2,167.50
Elem Pictures	2,398.46	0.00	0.00	2,398.46
Elem Prof Development	2,252.44	0.00	0.00	2,252.44
Elem Reading Promotion	548.06	0.00	0.00	548.06
Elem Student Council	483.85	0.00	0.00	483.85
JH Boys BB	15.31	0.00	0.00	15.31
JH Football	233.34	0.00	0.00	233.34
JH Girls BB	67.68	0.00	0.00	67.68

JH Student Council	299.95	0.00	0.00	299.95
JH Track	551.94	0.00	0.00	551.94
JH Volleyball	499.99	71.50	0.00	571.49
Computer	10,808.91	0.00	0.00	10,808.91
HS Pop	147.40	0.00	114.41	32.99
HS Caring Shelves	2,222.82	150.00	0.00	2,372.82
AP Funds	29,425.72	6,609.60	864.74	35,170.58
Fines	545.82	875.16	0.00	1,420.98
HAL	59.66	0.00	0.00	59.66
Hot Lunch	347.63	0.00	0.00	347.63
Pre-Kindergarten	2,962.46	0.00	0.00	2,962.46
PTO	677.97	0.00	636.00	41.97
Restitution	326.81	0.00	0.00	326.81
Staff Inservice	854.92	0.00	0.00	854.92
Testing	3,969.23	0.00	0.00	3,969.23
TFK - Ceresco	1,250.92	0.00	0.00	1,250.92
TFK - Valparaiso	4,150.62	0.00	0.00	4,150.62
Val Book Fair	9,422.93	0.00	0.00	9,422.93
Val Box Tops	3,148.29	84.60	0.00	3,232.89
Val Field Trips	6,022.24	0.00	0.00	6,022.24
Val In-Service	3,214.81	0.00	0.00	3,214.81
Val Movie Night	3,310.84	0.00	0.00	3,310.84
Val Office Book Fund	953.25	0.00	0.00	953.25
Culinary Snack Cart	1,303.58	0.00	58.01	1,245.57
Val Pop	814.29	0.00	0.00	814.29
College Access Grant	(120.11)	120.11	0.00	0.00
Annual	8,329.50	240.00	0.00	8,569.50
Band	182.43	155.00	46.00	291.43
Band Trip	10,669.76	0.00	0.00	10,669.76
Cheerleaders	1,489.20	0.00	0.00	1,489.20
Choir	14,264.52	0.00	27.50	14,237.02
DI	4,614.68	0.00	0.00	4,614.68
Drama Act	2,312.27	0.00	0.00	2,312.27
Drill Team	(408.43)	2,244.33	770.30	1,065.60
FBLA Act	4,199.54	160.00	523.31	3,836.23
FFA Act	10,252.74	572.60	253.48	10,571.86
JR Achievements	629.57	0.00	0.00	629.57
Kindness Acct	28,542.93	0.00	0.00	28,542.93
Library	2,324.66	95.50	0.00	2,420.16
Mock Trial	380.96	0.00	0.00	380.96
National Honor Society	37.45	0.00	0.00	37.45
Rain Garden	459.50	0.00	0.00	459.50
RC PACTS	176.16	0.00	0.00	176.16
SADD	61.17	0.00	0.00	61.17
Social Justice	194.12	0.00	0.00	194.12
Speech	6,005.70	0.00	0.00	6,005.70
Student Council	3,671.79	0.00	0.00	3,671.79
Tonettes	159.86	0.00	0.00	159.86
RC Foundation	0.00	0.00	0.00	0.00
Concessions	23,555.27	0.00	73.51	23,481.76
RC Concessions	1,535.98	2,667.60	1,663.82	2,539.76
Student Pop	1,467.25	0.00	230.64	1,236.61
Professional Development	20,291.44	0.00	474.07	19,817.37
	<u>407,232.16</u>	<u>27,883.92</u>	<u>20,553.53</u>	<u>414,562.55</u>

RAYMOND CENTRAL PUBLIC SCHOOLS
Student Fees Account Balances - May 2021

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Balance</u>
Activity Pass	205.00	0.00	0.00	205.00
Service Fees (Student Fees)	10.16	54.52	2.54	62.14
Ag-Ed Labs	2,084.04	0.00	0.00	2,084.04
Art Class	257.20	350.00	0.00	607.20
Band Dry Cleaning	176.72	0.00	0.00	176.72
Band Repair/Rental	1,653.88	20.00	32.40	1,641.48
Choir Dry Cleaning	433.10	0.00	0.00	433.10
Chromebooks	(2,329.40)	1,978.00	0.00	(351.40)
Computer Science	260.00	0.00	0.00	260.00
Drama	396.00	0.00	0.00	396.00
FBLA	2,654.58	0.00	1,150.55	1,504.03
FFA	291.84	0.00	0.00	291.84
Foods Class	1,705.70	320.00	0.00	2,025.70
Mock Trial	450.01	0.00	0.00	450.01
NFL	15.00	0.00	0.00	15.00
Skills USA	1,761.19	164.76	0.00	1,925.95
Speech	(514.79)	0.00	0.00	(514.79)
Sports Fees	5,670.22	0.00	0.00	5,670.22
Tech Ed	1,229.81	877.39	176.64	1,930.56

RAYMOND CENTRAL PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING JUNE 16, 2021

General Fund - Bills Paid Since May 12, 2021 BOE Meeting

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 05/11/2021	Rivalry	Kindergarten tshirts C	206.35
2 05/12/2021	Lincoln Mobility	Ramp Rental for Graduation	50.00
3 05/14/2021	Awards Unlimited Inc	Retirement Plaque-Lori Maxwell	68.46
4 05/14/2021	Butler Public Power District	Electricity V	2,269.37
5 05/14/2021	CDW Government	Epson DC-13 Digital Zoom Doc Cam	449.00
6 05/14/2021	Green's Furnace & Plumbing Co. Inc.	Heat Pump Repair/Replace Conductor - C	372.35
7 05/14/2021	Jamie Enevoldsen	End of year celebration supplies Reimbur	61.49
8 05/14/2021	Johnstone Supply	Maintenance Supplies C	6.25
9 05/14/2021	Jordan Luke	Hanging Bar for drum carriers -Reimburs	39.45
10 05/14/2021	Kiner Supply Company	Touchless Faucets, HW Heater Conces Out	862.61
11 05/14/2021	Liberty Lawn & Landscape	Weed Spray Applied V/C	350.00
12 05/14/2021	Louisville High School	District T&F entry fee	100.00
13 05/14/2021	Miranda Basel	Mileage Reimbursement	94.75
14 05/14/2021	NE Center Educ Children Blind/Visually Impaired	SPED Vision Therapy	514.80
15 05/14/2021	Norris Public Power	Electricity HS	8,809.59
16 05/14/2021	RC JH Volleyball	Transf -wrong acct used for Science Supp	71.50
17 05/19/2021	Renaissance Learning Inc.(WI)	Accelerated Reader and Star 360 Renewal	3,974.00
18 05/19/2021	Sam's Club MC/SYNCB	Coll. Access Bingo Awards, AP Gift Cards	75.00
19 05/19/2021	Sam's Club MC/SYNCB	FBLA Supplies/Craft FairConcessions food	75.56
20 05/19/2021	Sherwin-Williams	Paint - all locations	1,541.72
21 05/19/2021	Stacey Doan	SPED Classroom Supplies HS Reimbursement	445.58
22 05/19/2021	Tasha Osten	Sr Signing Day Reimburs. for T Shirt	30.57
23 05/19/2021	Village Of Ceresco	Utilities C	299.64
24 05/19/2021	US Bank	Library subscription C, V	49.00
25 05/19/2021	US Bank	Bus Maint	1,025.89
26 05/19/2021	US Bank	Stools for Art Room	335.44
27 05/19/2021	US Bank	Technology Student Book	36.00
28 05/19/2021	US Bank	License Renewal JS	425.00
29 05/20/2021	RCPS District 161	Payroll	604,794.40
30 05/20/2021	US Bank	Supt Meeting, Travel	27.39
31 05/20/2021	US Bank	F&CS Supplies	236.96
32 05/20/2021	US Bank	Walmart Pickup-Foods/Interior Design Sup	56.59
33 05/20/2021	US Bank	Supplies for Supt Conf Room	3,502.51
34 05/20/2021	US Bank	Math Class Consumables HS	281.81
35 05/20/2021	US Bank	NHS Medals for Graduates	272.00
36 05/20/2021	US Bank	Cellular Service A Ehlers	20.00
37 05/20/2021	US Bank	Art Supplies- Glaze HS	129.09
38 05/20/2021	Abby Spangler	9th Grade Books Reimbursement	81.46
39 05/20/2021	Alexandra Bastian	Baseball Gate, Track Meet	105.00
40 05/28/2021	Brian Gralheer	Mileage Reimbursement	687.68
41 05/28/2021	Brooke L. Cheleen	March 2021 SPED Therapy (PT)	1,059.98
42 05/28/2021	Harold Pester	Wrestling Camp Supplies	87.26
43 05/28/2021	Cognia	Accreditation & Network Membership Fees	4,800.00
44 05/28/2021	DominaLaw Group pc llo	RCPS - 1/2 of Legal Fees	20,794.74
45 05/28/2021	Houchin, Wade	Reimb- coaching clinic	199.00
46 05/28/2021	Harold Pester	Track Meet Work	60.00
47 05/28/2021	Henry, Keaton	Track Meet Work	75.00
48 05/28/2021	Kidwell	Avigilon Exterior Multi-Sensor Cameras	9,845.00
49 06/11/2021	Matt Smith	Baseball Score, Track Meet Work	120.00
50 06/11/2021	Menards Lincoln	Maintenance Supplies HS,V,C	161.85
51 06/11/2021	Merchant, James	Business Services	1,983.50
52 06/11/2021	Nelson Gas & Oil Co.	Bus Maint Supplies	75.00
53 06/11/2021	Placke, Andrew	Track Meet Work	60.00
54 06/11/2021	RC Athletics	Baseball Supplies-Reimbursement	1,009.86
55 06/11/2021	Seth Strouf	Mileage Reimbursement	42.55
56 06/11/2021	Amanda Ehlers	Mileage Reimbursement	106.18
57 06/11/2021	Dietze Music	T. Sax ligature and bass clarinet book	26.36
58 06/11/2021	Eakes Office Solutions	Custodial Supplies C	63.24
59 06/11/2021	Educational Service Unit #2	CPI Training 30 Staff Members	660.00
60 06/11/2021	Educational Service Unit #2	Independent School Quarter Billing	9,709.75
61 06/11/2021	Facility Advocates	HVAC - Progress Payt - ESSRS II \$	95,000.00

62	06/11/2021	Family Services	Therapy Services HS	1,525.00
63	06/11/2021	Illuminate education	FastBridge Subscription Renewal 21-22	2,247.50
64	06/11/2021	Johnstone Supply	Filters C	321.51
65	06/11/2021	Jones Bank	Computer Lease Purchase June 15, 2021	12,057.11
66	06/11/2021	Kim Hudson	Classroom Supplies 2nd C Reimbursement	105.93
67	06/11/2021	Menards Lincoln	Building Maint C	220.07
68	06/11/2021	Morgan, Loreen	Tech Classroom Supplies V	82.19
69	06/11/2021	Morgan, Loreen	Tech Classroom Supplies C	82.19
70	06/11/2021	NE Public Health Environmental Lab	Water Testing HS	830.00
71	06/11/2021	TK Elevator Corporation	Elevator Battery V Formerly O'Keefe Elev	280.00
72	06/11/2021	TraxMethod	Leadership Dev Training+Books -Admin	5,040.20
73	06/11/2021	U. S. Bank Equipment Finance	Photo Copiers Monthly Lease	4,412.97
74	06/11/2021	Allison Stansberry	Mileage Reimbursement	293.44
75	06/11/2021	ASI	Payflex Admin Fees	50.00
76	06/11/2021	Becky Studebaker	Bus Washing	30.00
77	06/11/2021	Brad Breitreutz	Bus Washing	40.00
78	06/11/2021	Butler Public Power District	Electricity V	2,030.79
79	06/11/2021	CDW Government	60 Touch Screen Chromebooks	15,244.20
80	06/11/2021	Derrick C. Joel	Mileage Reimbursement	137.20
81	06/11/2021	Dianne Coffin	Early Childhood SPED Teacher	4,160.16
82	06/11/2021	Donald R. Prentice	Extermination Service	190.00
83	06/11/2021	Eakes Office Solutions	Custodial Supplies HS	3,811.20
84	06/11/2021	Educational Service Unit #2	20-21 Independent School Membership Fee	2,000.00
85	06/11/2021	Educational Service Unit #2	Sub Teacher - 1 C	110.00
86	06/11/2021	Electronic Contracting Company	Quarterly Monitoring Fee HS	81.00
87	06/11/2021	General Fire And Safety	Fire Alarm Inspections, Batteries	207.75
88	6/11/2021	Grundmeyer Leader Searc LLC	Supt. Search	2,500.00
89	6/11/2021	Home Depot Pro	Maint.Supplies HS	76.21
90	6/11/2021	Hydro Optimization & Automation Sol	Well Pump Repairs HS	610.50
91	6/11/2021	Jackson Services Inc.	Mats/ Mops	88.94
92	6/11/2021	Johnstone Supply	Building Maint. Supplies HS/C	125.02
93	6/11/2021	JourneyEd.com. Inc.	Adobe K-12 Licenses	2,450.00
94	6/11/2021	Kindra Fox	SPED Services OT 4th Quarter	4,530.02
95	6/11/2021	Leann Wiese	Bus Washing	40.00
96	6/11/2021	Liberty Lawn & Landscape	FB Field Weed Spray Application	280.00
97	6/11/2021	Matheson Tri-Gas Inc.	Welding Supplies	58.00
98	6/11/2021	Matt Smith	Bus Washing	40.00
99	6/11/2021	Menards Lincoln	Maintenance Supplies HS	31.45
100	6/11/2021	Michael Henderson	Lawn Mowing at HS 16 hours	288.00
101	6/11/2021	Monroe, Rebecca	Bus Washing	30.00
102	6/11/2021	NE Center for Education of Children who	SPED Vision Therapy	514.80
103	6/11/2021	Nelson Gas & Oil Co.	Fuel Additive DEF/Oil	284.75
104	6/11/2021	Norris Public Power	Electricity HS	8,624.99
105	6/11/2021	Oak Valley Lumber Co	Building Maint Supplies	113.80
106	6/11/2021	Omaha Public Power Dist	Electricity C	2,367.19
107	6/11/2021	Paper101	ESU Paper Order 2021-2022	6,609.97
108	6/11/2021	PAVERS, Inc	Asphalt Driveway, North Lot HS	75,105.00
109	6/11/2021	Perry Guthery Haase & Gessford P.C.	Legal Services	1,456.50
110	6/11/2021	Pitney Bowes(Lease)	Postage Machine Quarterly Lease HS	162.69
111	6/11/2021	Pitney Bowes(Postage)	Postage HS	503.36
112	6/11/2021	Really Good Stuff Inc.	Supplies 2nd grade V	153.69
113	6/11/2021	Rhonda Madsen	Bus Washing	40.00
114	6/11/2021	Saunders County Clerk	Election Expenses Reimb. 11-2020	100.00
115	6/11/2021	Schoolbinder, Inc (TeachBoost)	Teacher Evaluation Program 3yr Payt	11,457.00
116	6/11/2021	Scott Tvrdy	Mowing V/C May 2021	720.00
117	6/11/2021	Sherwin-Williams	Paint -V	119.36
118	6/11/2021	Steve Rose	Mileage Reimbursement	354.71
119	6/11/2021	Village Of Valparaiso	Utilities V	169.72
120	6/11/2021	Voss Lighting	Lightbulbs HS	507.00
121	6/11/2021	Wahoo-Waverly-Ashland Newspaper	Publications	64.97
122	6/11/2021	Waste Connections Co	Garbage HS, V	462.75
123	6/11/2021	WeatherCraft Co. Of Lincoln	JR/SR HS Roof 1st Invoice	89,130.00
124	6/11/2021	Windstream	Phones	1,686.21

Hot Lunch Fund - Bills Paid Since May 12, 2021 BOE Meeting

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 5/14/2021	Patty Hudson	Hot Lunch Supplies Reimbursement	66.98
2 5/26/2021	Patty Hudson	Hot Lunch Supplies Reimbursement	599.30
3 5/20/2021	RCPS District 161	HL Payroll	15,750.04
4 6/2/2021	Frito-Lay	Hot Lunch- Food	3,866.08
5 6/11/2021	Cash-Wa Distributing	Hot Lunch- Food	25,216.94
6 6/11/2021	Central Restaurant Products	Hot Lunch Equip HS	7,206.24
7 6/11/2021	General Fire And Safety	Fire Alarm Inspections Kitchen Hoods C, V, HS	488.25
8 6/11/2021	Green`s Furnace & Plumbing Co. Inc.	Repair Kitchen Water Valve C	316.25
9 6/11/2021	Hiland Dairy	Milk	982.78
10 6/11/2021	Jackson Services Inc.	Hot Lunch, Dish Cloth	61.81
11 6/11/2021	Sweet Pea Market	Hot Lunch- Food	7.16
12 6/11/2021	Sysco Lincoln	Hot Lunch- Food	3,924.86

High School Bond Fund - Bills Paid Since May 12, 2021 BOE Meeting

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 5/27/2021	BOK Financial	HS Bond Payment 6/15/2021	19,785.00
2 5/27/2021	BOK Financial	HS Bond Payment 6/15/2021	3,665.00
3 5/27/2021	BOK Financial	HS Bond Payment 6/15/2021	2,457.50
4 5/27/2021	BOK Financial	HS Bond Payment 6/15/2021	26,161.25

Building/Sinking Fund - Bills Paid Since May 12, 2021 BOE Meeting

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 5/27/2021	Jones Bank	Lease Purchase HVAC 6/1/21 Payt	208,366.25

RAYMOND CENTRAL PUBLIC SCHOOLS
Student Activities Checks - May 2021

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Athletics	05/03/2021	Ferrand, John	Track Starter 5/3	150.00
Athletics	05/04/2021	Serrano, Corey	Game Balls at NE Sports 4/26	130.00
Athletics	05/04/2021	SMi Awards, LLC	Weight Room Awards	94.59
Athletics	05/04/2021	rSchool Today (DWC)	Scheduling Software Renewal	1,256.25
FBLA Act	05/04/2021	Raymono`s Pizza	Student Leadership Meeting Lunch	138.93
RC Concessions	05/04/2021	Del Gould Meat Co., Inc	Concessions HDs and Burgers	141.69
Athletics	05/06/2021	Black Squirrel Timing	Meet Management for 5/6 Track	890.10
Athletics	05/06/2021	Tarr, Jack	5/6 Track Starter	150.00
Athletics	05/06/2021	Electronic Contracting Company	PA System Replacement Gym (1st payt)	6,518.46
Athletics	05/06/2021	Nebraska Sports	Athletics Equipment	195.88
Football	05/06/2021	PRO-TUFF Decals	2021 Football Helmet Decals	531.63
VolleyBall	05/06/2021	Sports Express	2022 Fall Practice Shirts	2,079.00
Wrestling	05/06/2021	Awards Unlimited Inc	Wrestling	43.20
AP Funds	05/06/2021	Tasha Osten	Senior Bingo Blackout prize	104.94
Band	05/06/2021	Awards Unlimited Inc	Band - Year End	46.00
Choir	05/06/2021	Awards Unlimited Inc	Choir - Year End	27.50
Drill Team	05/06/2021	Dancewares	Dance Shoes	240.80
FFA Act	05/06/2021	Whitney Lehn	8.5 x 11 certificate frames -Banquet	78.11
FFA Act	05/06/2021	Bakers Candies	Candy for Banquet	69.50
RC Concessions	05/06/2021	RC Dance Team	5/3 Concessions Profit	415.93
Service Fees (Activity	05/07/2021	RevTrak	Service Fees (Activity Acct)	10.12
Athletics	05/07/2021	RevTrak	Athletics	29.95
Concessions	05/07/2021	Sysco Lincoln	Concessions	15.55
Athletics	05/11/2021	Awards Unlimited Inc	Track Awards 2021	177.21
FBLA Act	05/11/2021	Super C	FBLA Act	9.80
RC Concessions	05/11/2021	RC FFA	5/6 Concessions Profit	379.54
RC Concessions	05/11/2021	Super C	RC Concessions	168.00
Athletics	05/12/2021	Sam's Club MC/SYNCB	Athletics	21.09
AP Funds	05/12/2021	Sam's Club MC/SYNCB	Mock Interview Thank You/Grad Stuff	240.87
FBLA Act	05/12/2021	Sam's Club MC/SYNCB	Food for Craft Fair	174.38
Concessions	05/12/2021	Sam's Club MC/SYNCB	Nacho Cheese for concessions	57.96
RC Concessions	05/12/2021	Sam's Club MC/SYNCB	RC Concessions	69.86
RC Concessions	05/12/2021	Sam's Club MC/SYNCB	Concession supplies/candy	319.80
Student Pop	05/12/2021	Sam's Club MC/SYNCB	Teacher appr week Supplies	189.40
Student Pop	05/12/2021	Sam's Club MC/SYNCB	Teacher appr week Supplies	41.24
Athletics	05/13/2021	Greg Wilmes	NCA Membership	45.00
AP Funds	05/13/2021	RC College Access Grant	AP Funds Reimbursement from Gen Func	120.11
Drill Team	05/13/2021	MegaDough Fundraising	Tumbler Fundraiser Payment	444.50
FBLA Act	05/13/2021	Super C	Pizza for Craft Fair	200.20
PTO	05/17/2021	ESU Coordinating Council	PTO	636.00
Drill Team	05/17/2021	US Bank	Music Licenses	85.00
FFA Act	05/17/2021	US Bank	State Finals meal	105.87
Professional Develop	05/17/2021	US Bank	Professional Development	22.45
Professional Develop	05/17/2021	US Bank	Professional Development	117.00
Athletics	05/18/2021	Raymono`s Pizza	Athletics	374.26
VolleyBall	05/18/2021	Concordia University	VB Camp	240.00
HS Pop	05/18/2021	Hill, Laura	Gift cards	114.41
AP Funds	05/18/2021	Stachura, Kelly	Zoie Book Scholarship UNL/Peru	48.30
AP Funds	05/18/2021	Kile, Teresa	Book Scholarship A in Criminal	187.58
AP Funds	05/18/2021	Masek, Julie	Book Scholaships B in Psychology -	77.38
Culinary Snack Cart	05/18/2021	Rebecca Parks	Snack Cart Take Out Meal- End of Year C	58.01
Professional Develop	05/18/2021	Raymono`s Pizza	Professional Development	76.96
Professional Develop	05/18/2021	US Bank	Professional Development	236.94
Professional Develop	05/19/2021	US Bank	Professional Development	20.72
Athletics	05/20/2021	Malcolm Public Schools	RC JH Meet 5/2	96.00
VolleyBall	05/20/2021	Reform Clothing Co.	VB Coat Order	1,625.00
AP Funds	05/20/2021	Potter, Cindy	Book Scholarship 100% Rachel	85.56
RC Concessions	05/20/2021	Pepsi Cola Of Lincoln	pop/water for concessions	169.00

RAYMOND CENTRAL PUBLIC SCHOOLS

Student Fees Checks - May 2021

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
FBLA	05/04/2021	Connor Nichols	FBLA Scholarship - Connor Nichols	100.00
FBLA	05/04/2021	Awards Unlimited Inc	Chenille Pings	297.00
FBLA	05/04/2021	Awards Unlimited Inc	4 Year Letter Winner	102.50
FBLA	05/04/2021	Awards Unlimited Inc	Outstanding Member	20.50
FBLA	05/04/2021	Awards Unlimited Inc	Outstand Class Member	135.00
FBLA	05/04/2021	Awards Unlimited Inc	Quality Member Medal	42.00
FBLA	05/04/2021	Lauren Prosocki	FBLA Scholarship - Lauren Prosocki	100.00
FBLA	05/04/2021	Calleigh, Osmera	FBLA Scholarship - Calleigh Osmera	100.00
Band Repair/Rental	05/06/2021	Dietze Music	Ratchet Instrument	32.40
Tech Ed	05/13/2021	Snow Auto Supply	Deltron DBC, Reducer, Clear Coat, Hardner	176.64
FBLA	05/18/2021	US Bank	FBLA	253.55
Service Fees	04/07/2021	RevTrak	Service Fees (Student Fees)	2.54

Allison Stansberry | Jr/Sr High Principal

We made it! It is hard to believe that we have already been out of school for a month. I took a week off and had a “staycation”. It was so nice to spend time with my family, even if we have been at the ball fields every night since the beginning of May! I have also started my doctoral classes so taking the week to rest and re energize was much needed as we head into a busy summer of planning and prep for the 2021-2022 school year.

Graduation: The commencement ceremony for the class of 2021 was a success! I am so glad that we were able to have a traditional ceremony (and one ceremony) to celebrate the success and accomplishments of our students and give them a proper send off to their next journey.

Admin Retreat: We had our Admin Retreat this week (June 9th and June 10th) with Albert DuPont. It was a great two days and I personally felt that we accomplished a lot. I appreciate Derrick continuing with this retreat and being a part of the conversations and training to ensure we keep the momentum going with the work that we have in front of us.

As we look forward to the 2021-2022 school year, we have many staff joining us at the Jr/Sr High. Those staff members are:

- Court Croghan: Special Education
- Jen Highstreet: Special Education
- Johanna Jackson: 6th Grade
- Jenna Winfrey: ELA
- Alisha Starner: ELA
- Katie (Arp) Donahue: Ag/FFA
- Aliya Spale: Vocal Music
- TBD: Industrial Tech (We are still searching)

Cell Phones/Smart Watches: We are working on developing and updating our current cell phone expectations outlined in the handbook. It is evident that cell phones and smart watches are becoming more of a distraction for our students. Why we understand and support a technology forward school, we also want to help teach and promote appropriate digital citizenship. We want students to be able to be more present and engaged in their learning by removing a major temptation and distraction. We also want to promote face to face social interaction and connections. We have been doing

research and also have reached out to the other conference schools to see what they are doing. I will provide an update in July with what that will look like.

We are getting more option enrollment forms coming in. Come August, I will update where our numbers are for each grade level. July is typically a popular time for enrollment.

TO: Dr. Derrick Joel and the Board of Education
FROM: Mrs. Shelly Dostal, Elementary Principal at Valparaiso, and K-5 Curriculum Director
DATE: June 10, 2021
RE: Principal's Report

1. Assessment – Student report cards were mailed to families. School and district reports are being sent to and verified with NDE. Thanks to Mr. Steve Rose who does a great job keeping the computer data systems communicating so our “errors” are minimal. We will not have results of state wide (NSCAS) assessments until at least August.
2. School Improvement - The School Improvement Team met the last week of school to wrap up from 2020-21 and begin planning for 2021-22. We will meet again before school starts.
3. Professional Learning – May 17-20 was devoted time to professional learning. Training for CPI, Grading and Assessment, the new teacher evaluation system, as well as curriculum development were held. PLCs met for the final time this year. In addition, grade level transition meetings were conducted.
4. Professional Learning – The administrative team met for professional learning on June 9 and 10. ESU#2 and NDE are hosting various trainings this summer for administrators and teachers. We appreciate staff continuing their professional learning during the summer months.
5. End of Year – We hosted many events for students during the last week of school. Students participated in a fun track and field day organized by Ms. Kalyn Brannagan. We had an assembly facilitated by Wildlife Encounters and sponsored by the PTO that the students really enjoyed. Thank you to Mrs. Cindy Peterson and Mrs. Lori Maxwell for facilitating end of year picnic activities. The annual end of year Awards Assembly was held on May 14. Students were recognized for various achievements including MUSTANG awards. Staff members were recognized for their service to RC. Special thanks to Mrs. Andrea Rockemann for the outstanding video presentation of highlights throughout the year. All of the events made for a way to celebrate the end of this unprecedented year!
6. Summer Academy 2021 - Classes began on June 8 and will continue through July 1. Students are attending each Tuesday, Wednesday, and Thursday from 9:00-11:30am. After the first day, a student reported to a teacher, “I thought this was going to be boring, but it was really fun!”
7. Kindergarten Jump Start – Mrs. Kendra Carlson and Mrs. Heather Bohac will host Jump Start at the end of July for invited students starting kindergarten in August. This will be a different structure this year since we are also hosting Summer Academy.

8. Summer maintenance has begun. Thank you to our dedicated maintenance crew for their efforts. We will only have a few weeks this summer without students and staff in the building so getting all the maintenance completed will take a concerted effort.
9. Planning for 2021-22 – We are watching enrollment closely. Currently, the smallest class in Val is 21, with most classes at 24-25.
10. Thank you to the BOE for cookie treats during Teacher Appreciation Week!
11. Congratulations to Mrs. Jo Ann Lopez who will be retiring at the end of July!

June 2021 RC Board of Education Report

- Congratulations to our State Track/Field qualifiers:
 - Grace Mueller (Long Jump, Triple Jump, 200, 4x100)
 - Lauren Prosocki (Shot Put)
 - Halle Heiss (4x100)
 - McKenna Gehle (4x100)
 - Madi Lubischer (4x100)
 - Christian Schweitzer (Shot Put, Discus)
 - Andrew Otto (High Jump, Triple Jump)
- Special CONGRATULATIONS to our State Medalists:
 - Grace Mueller placed 5th in the Triple Jump and is the Class C State Champion in Long Jump!
 - Christian Schweitzer was the Class C Runner-Up in Shot Put!
- The Lincoln Lutheran/Raymond Central girls soccer team ended their season with a semifinal loss to Omaha Skutt in the State Tournament. They defeated Columbus Scotus in a shootout in the first round. They had a great season.
 - Sierra Springer was recognized as first-team All-Class B by Lincoln Journal Star and Honorable Mention by Omaha World Herald.
- The Branched Oak Bucks have played their last game. After meeting with Malcolm officials, we have decided to allow the cooperative agreement for baseball to expire on June 1st. With overall numbers approaching the 60s, we felt it was time to move forward on our own. I would like to thank the players, parents, and coaches for making this coop work so well over the past few years.
 - Dallas Sweet (Malcolm AD) and I met last week to discuss next steps for baseball:
 - We split our schedule then worked to fill in the rest of each of our schedules with additional games.
 - Dallas and I are working with the NSAA to create a Class C for baseball. We feel like this would be a tremendous benefit for like-sized schools across the state. We will co-write a proposal to go in front of ADs in November to potentially be effective Spring 2023.
- Electronic Contracting Company is on the homestretch of their work on a new sound system in the Main Gym. With a couple of parts on temporary backorder, we are looking to complete well before our deadline of the May 16th HS Graduation. A big thanks to Jared, Ron, and the ECC crew for working with us to still hold classes while installing the speaker system. I am excited to work with the new system.
- Summer conditioning is off and running. We have seen great numbers thus far. Coaches have also been running summer camps/leagues throughout the summer. I have had many thankful reports to be able to have a “normal” summer for activities.

Brian Gralheer
AP/AD Raymond Central Jr/Sr High School

June 11, 2021

To: Dr. Joel and the Raymond Central Board of Education

From: Ann Egr – Ceresco Principal and District Student Services Director

Elementary-

1. Thank you to Mr. Strouf and Mr. Luke for all your hard work coordinating the 3-5 music virtual program.
2. Miss Brannagan did a wonderful job organizing the Field Days for both schools. The students loved it.
3. The end of the year was celebrated by having a school picnic and going to the Highway Park. It was a beautiful day.
4. Summer Academy completed the first week June 7-11. Thank you to all the teachers (Mrs. Blank, Ms. Ahlstrand, Miss Fredrickson, and Mrs. Hummel) and support staff (Mr. Smith, Mrs. Fredrickson, Mrs. Wiese, and Ms. Swanson) for making this first week of Summer Academy a great experience.
5. End of the year cleaning and building maintenance has begun. The maintenance crew did a great job of completing before Summer Academy started.
6. Civic Nebraska is offering wrap around services during the Summer Academy. Mrs. Kara Nelson and staff are doing a wonderful job.

Special Education-

1. Summer is a busy time for the end of the year Special Education reporting. Nebraska Department of Education (NDE) requires numerous reports for SpEd accountability. The Special Education Discipline Report, Snap Shot, and Non-public meeting are all due next week.
2. Congratulations to **Lori Maxwell** who retired at the end of the year. We are grateful for your service and dedication to the district.

RC Facility Priority List

Created 8.26.20, Updated 6.11.21

2020-2021

Priority Project	Scheduled	Finished	Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Asphalt Main Drive	X	X	Jr/Sr High School	\$61,547 + \$17,500	June 2020	August 2020	• PAVERS
Waterway in Field (look @ W side of drive)	X		Jr/Sr High School	\$6,000	May 2020	July 2020	• LPS NRD (contractor TBD)
Bus Barn Addition	X	X	Jr/Sr High School	\$168,000	August 2020	December 2020	• Kevin Wolfe
Replace 4 Addison Units	X		Jr/Sr High School	\$475,000			• Facility Advocates
Replace Security Cameras	X	X	All School Sites (interior)	\$58,000	December 2020	January 2021	• Kidwell
Roof Areas 2, 4, 6, 8 (SPED, Mustang Room, Senior Hall, Media Center)	X		Jr/Sr High School	\$187,398	May 2021	August 2021	• WeatherCraft
Front Steps	X	X	Jr/Sr High	\$3,280	September	September	• Stephens and

Repair			School		2020	2020	Smith
Replace Faucets and Bathroom Hardware with Touchless	X	X	Both Elementary School Sites	\$13,000	December 2020	January 2021	<ul style="list-style-type: none"> • Jared Shanahan
Phase I Concrete Work (Handicap parking & new shed)	X		Jr/Sr High School	\$46,000			<ul style="list-style-type: none"> • Rezac Construction (R & R)
Concrete Replacement - Back Entrance	X	X	Valparaiso	\$4,000	December 2020	December 2020	<ul style="list-style-type: none"> • Rezac Construction (R & R)
Replace Carpet in Entrances with Rubber Flooring	X	X	Both Val and Ceresco Elementary Schools	\$2000 (Ceresco) \$4500 (Val) Total- \$6500			<ul style="list-style-type: none"> • Midwest Flooring
1911 Rock - Repair	X		Ceresco Elementary	TBD			<ul style="list-style-type: none"> • Jared is working to find someone to repair the rock
Lighting on Main Drive and N Parking Lot			Jr/Sr High School	TBD Solar - \$50,000 Electric - \$25,000			
NE Side of Gym Floor			Valparaiso Elementary	TBD			

Wireless Internet Access to Press Box and Bus Barn	X	X	Jr/Sr High School	\$5,000	December 2020	December 2020	<ul style="list-style-type: none"> • AIS - Affordable Internet Solutions
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Comprehensive List for 2020-2021

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Asphalt Main Drive	X	Jr/Sr High School	\$61,547			<ul style="list-style-type: none"> • PAVERS
Waterway in Field		Jr/Sr High School	\$5,000	May 2020	June 2020	<ul style="list-style-type: none"> • LPS NRD (contractor TBD)
Bus Barn Addition	X	Jr/Sr High School	\$168,000			
Replace Security Cameras	X	All School Sites (not exterior Jr/Sr HS)	\$35,000			
Flat Roof Section		Ceresco Elementary	\$190,000	June 2020	August 2021	
Stucco Repair and Paint (Front Entrance)		Ceresco Elementary				
HVAC		Valparaiso	\$400,000			

Replacement Schedule		Elementary	(40 heat pumps @ \$10,000)			
HVAC Replacement - 4 Units		Ceresco Elementary	\$40,000			
Front Steps Repair	X	Jr/Sr High School	\$3,280			• Stephens and Smith
Remove Old Drinking Water Pressure Tank	X	Jr/Sr High School	Jared will research			
Replace or Repair North Pumphouse Roof		Jr/Sr High School	Jared will research			
Phase I of III Concrete Work		Jr/Sr High School	\$60,000			
Replace 4 Addison Units		Jr/Sr High School	\$300,000			
Concrete repair behind school	X	Valparaiso Elementary	\$4,000			
Add Concrete in front of FB stadium for Handicap spots		Jr/Sr High School	\$4,000			
New Tile in Kitchen		Val Elementary	\$5,000			• Ernies

Replace Carpet in Entrances with Rubber Flooring	X	Both Val and Ceresco Elementary Schools	\$13,800 ***Bid from Ernies***			
Replace Carpet w/ square tile carpet (make color universal for all 3 sites)		Val and Ceresco Elementary	Met w/ Ernie's October 2018 \$210,500.008			
Remove Gravel from Playground(s) and add ADA approved black tile		Val and Ceresco Elementary	Jared will research			***Possible fundraising project for PTO***
1911 Rock Bench		Ceresco Elementary				
Replace Wooden Lockers w/ Metal		Val and Ceresco Elementary				***Look at alternative plans, can we remove doors and add hooks?
Add Concrete to N Parking Lot for Drainage		Val Elementary	\$13,350.00			
Gym Floor		All Sites	\$10,000	Summer 2019	Summer 2019	

Refinish (annual cost)						
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Activities Specific

Side-By-Side	X	Jr/Sr High School	\$14,000			
Metal Bleachers for FB stadium		Jr/Sr High School				
New Sound System for Main Gym & Stadium	X	Jr/Sr High School				

June 2021 Technology Update

Thank you Dr. Joel for giving me the opportunity to work at Raymond Central. Thank you for your leadership over the past two years.

Summer Projects -

Listed below are some of the projects I will be working on this summer:

- Adding/updating Cameras - Waiting for confirmation from Kidwell
- Phone Paging System - Done
- Porting the Phone System - In Progress
- Setting up teacher accounts - In Progress
- Setting up teacher computers - In Progress
- Setting up Chromebooks - In Progress
- Setting up Student Accounts - In Progress
- Website Updates - In Progress
- Computer Updates - In Progress
- Re-Imaging the computers - In Progress

Chromebooks -

We successfully checked in 545 Chromebooks. I am slowly getting through them, fixing any issues with them, and re-labeling them for next year. We have received all the Chromebooks which were ordered throughout the last year. These new Chromebooks will go to the 3rd grade class and the 9th grade class. The 1st & 2nd graders will also receive touch screen Chromebooks.

Teacher Computers -

I have begun the process of setting up the new staff computers. My goal is to have them finished by June 23.

Video Board -

Tasha and I have been working on updating the video board outside the Mustang Room. We have been starting to add pictures, content, and update records.

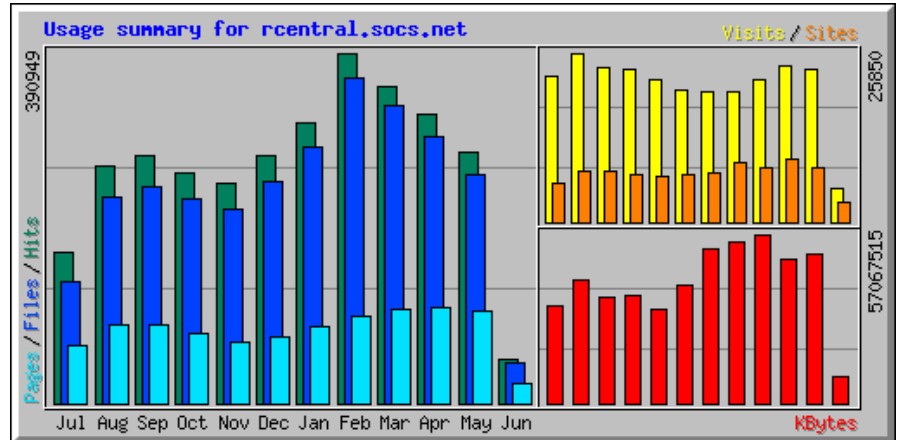
Website Activity Traffic Report-

[May 2021](#)

Website Updates -

As always if you see something out of place send me an email and let me know.

- Worked on Staff Directory - In Progress
 - Added new staff members
 - Deleted staff members who have left the district
- I have removed staff off the "Staff Directory" page, I still need to remove them from the individual "Staff" page under each school.
- Edit the old "Staff" page under each school and transition to the [Staff Directory](#)
- Added Articles
- Updated Camp Information as the coaches send it in
- Posted School board vacancy
- Posted before and after school form



NASB Monthly Update for Board Meetings - Agenda Item:

June 2021

View the Monthly Update in video form at:

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

[Latest 'Board Notes' – Monthly Newsletters](#)

“NASB Update”

As a board, some items you should doing, or have on the monthly agenda include:

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

MISSION, VISION, & GOALS

- Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update;

POLICY GOVERNANCE

- Bully Prevention Policy Review. On or before July 1, the board will annually review and update (as needed) the bullying prevention policy. § 79-2,137
- Policy regarding appropriate relationships with students; contents. On or before June 30, the board shall adopt a policy regarding appropriate relationships between a student and a school employee or a student teacher or intern. § 79-879
- Annual Review Parental and Family Engagement Policy (public hearing and adoption only if changes). § 79-531; § 79-532; § 79-533; On or before July 1, each public school district in the state shall develop and adopt a policy stating how the district will seek to involve parents in the schools and what parents' rights shall be relating to access to the schools, testing information, and curriculum matters. The policy required by section § 79-531 shall be developed with parental input and shall be the subject of a public hearing before the school board or board of education of the school district before adoption by the board. The policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

ACCOUNTABILITY & STUDENT ACHIEVEMENT

- Reports; filing requirements; contents. On or before July 20 in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections § 79-524 and 79-578.
- Year End Assessment and Curriculum Review;
- Review School Improvement Plan

ADVOCACY

- Submit Legislative Resolution or Standing Position to NASB Legislation Committee by July 1
 - <http://www.nasbonline.org/registrations/ProposedResolution.aspx>

DISTRICT/ESU RESOURCES [BUDGET]

- Board/Administrators Budget Work Session

- Review certificated staff [Report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc.]
- Review all Maintenance and Upkeep Contracts [Report: status, renewal, cost, ROI, etc.] Review the Food Service Program [Report: staff, finances, lunch prices, equipment maintenance and upkeep, summer food services, backpack program, etc.]
- Review TeamMates Program [Report: # of Mentors, # of Mentees, etc.]
- Review Backpack Program [Report: partners, # students served, need, etc.]
- Review Transportation Program [Report: staff, bus and vehicle fleet age condition, replacement cycle for vehicles, drivers, mechanics, etc.]
- Review classified staff [Report: staff, positions by building and department, etc.]

REPORTS

- Board Committees; Superintendent; Administrators;
- Remind board members to review their NASB Awards of Achievement points report.

NASB's Video Resources: <http://members.nasbonline.org/index.php/news-resources/videos>

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

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

- ALICAP Workshops – June 29 in Gering – June 30 in Kearney – July 1 in Lincoln
- Area Membership Meetings – August to October
 - August 24 – Gering
 - August 25 – North Platte
 - August 31 – Valentine
 - September 1 – Norfolk
 - September 8 – Kearney
 - September 14 - La Vista
 - September 15 – York
 - September 29 – Fremont
 - October 6 – Nebraska City
- Facilities & Construction Workshop – September 9 – Kearney
- Labor Relations Conference – October 12-13 – Lincoln
- 5th Annual Sparq Tailgate Party – October 30 – Embassy Suites - Lincoln
- State Education Conference – November 17-19 – CHI Health Center, Omaha

Advocacy/2021 Legislative Session:

- The 2021 legislative session has wrapped. Keep tabs with all things pertinent to your school at NASB's Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>



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and on facebook at www.facebook.com/NASBOnline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here:
<http://members.nasbonline.org/index.php/news-resources/board-notes>

Appendix B Proposal Spring 2021 Board meeting:

The Appendix B Committee proposes the following amendments to the 2021-2022 Appendix B Schedule:

1. Include an asterisk to label activities that are currently idle. We do not want them removed from the Appendix, but would like to be transparent about activities that are not currently in operation. The number of asterisks indicate how many years it has been idle
 - a. Thus, Mock Trial and Destination Imagination would include TWO asterisks to show that they are currently idle for the 2021-2022 school year.
 - b. Re-add the position of Spring Play to Category IV, but idle it with ONE asterisk.
2. Add Art Club to Category 7 (previously removed in July 2019) and Quiz Bowl to Category 8 (previously removed in July 2019)
 - a. We have unofficially restarted an Art Club. Mrs Craig has 22 students in Art Club and meets twice a month.
 - b. Courtney Polak has expressed interest in sponsoring a Quiz Bowl and has asked students and has generated an interest in the possibility of forming a Quiz Bowl Team.
3. We would like to remove Curriculum Development from Category 8. This position has not been filled and is currently not being paid.
4. Effective for the 2021-2022 contract year, we would like to remove High Ability, Website Coordinator, and Science Fair from a paid position. These positions are currently during school hours and thus are not considered extra duty positions.
5. We would like to add the wording: (2) behind both the Jr High Basketball and Jr High Volleyball coaching positions in Category 4.
 - a. Currently we pay 2 “head” coaches for both of these positions. For example, 2 head coaches are paid for boys basketball and for girls basketball as well as 2 coaches for volleyball. If numbers are above 25, we have language in **Section 1j)** of the master contract to add an assistant coach.
 - b. We have had numbers approaching 30 the past two years in JH Volleyball and it looks like we will have numbers now approaching 40. We will look to add an assistant JH VB Coach position.
6. Summer Conditioning: Remove the Strength/Conditioning Coordinator from Category 2. In place of the current Strength/Conditioning Coordinator position, please add the following language to the bottom of the Appendix B document:
 - a. Coaches/sponsors who sign up to work in the weight room over the summer can be paid \$10/hr for either writing a workout or supervising the weight room. No more than 3 coaches will be paid at a single time.
 - b. Total money paid to coaches/sponsors cannot exceed \$4500/year.

(There will be a sign-up sent out in the spring for coaches to sign up. No more than 3 coaches will be paid at a single time.)

Appendix B
Raymond Central Public Schools/Raymond Central Education Association
2021-2022 Co-Curricular Salary Schedule
(Adopted by Board of Education June 16, 2021)

<u>Category I</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>	
Basketball	12	13	14	16	18	2	6,7,8,9,11	
Football	12	13	14	16	18	3	6,7,8,9,11	
Track	12	13	14	16	18	3	6,7,8,9,11	
Volleyball	12	13	14	16	18	2	6,7,8,9,11	
Wrestling	12	13	14	16	18	2	6,7,8,9,11	
Speech	12	13	14	16	18	2	6,7,8,9,11	
Band	12	13	14	16	18			
<u>Category II</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>	
Baseball	9	10	11	13	15	1	4,5,6,7,8	
Softball	9	10	11	13	15	1	4,5,6,7,8	
Vocal Music	9	10	11	13	15			
<u>Category III</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>	
Cheerleaders	5	6	7	9	11			
Cross Country	5	6	7	9	11	1	4,5,6	
<u>Category IV</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>	
Jr High Basketball (2)	3	4	5	7	9		2,3,4,5,6	
Jr High Football	3	4	5	7	9	1	2,3,4,5,6	
Jr High Track	3	4	5	7	9	2	2,3,4,5,6	
Jr High Volleyball (2)	3	4	5	7	9		2,3,4,5,6	
Jr High Wrestling	3	4	5	7	9		2,3,4,5,6	
Drill Team	3	4	5	7	9		2,3,4,5,6	
FBLA	3	4	5	7	9	2	2,3,4,5,6	
FFA	3	4	5	7	9	1	2,3,4,5,6	
Skills USA (VICA)	3	4	5	7	9	1	2,3,4,5,6	
One Act	3	4	5	7	9	1		
Spring Play*	3	4	5	7	9			
Mock Trial**	3	4	5	7	9			
Jr High Speech	3	4	5	7	9			
<u>Category V</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>		<u>Number of Assistants</u>	<u>Assistants</u>	
Destination Imagination**	3.5	5	7	8		1	2,3,4	
AdvancED Chair	3.5	5	7	8				
<u>Category VI</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Category VIII</u>			<u>1st</u>	<u>3rd</u>
Junior Class Sponsor	2.5	3.5	4.5	Seventh Grade Class/JH SC Asst			.004	.008
AdvancED	2.5	3.5	4.5	Eighth Grade Class/JH SC Asst			.004	.008
Yearbook	2.5	3.5	4.5	Freshman Class/SH SC Asst			.004	.008
				Sophomore Class/SH SC Asst			.004	.008
				National Honor Society			.004	.008
				Quiz Bowl			.004	.008
<u>Category VII</u>	<u>1st</u>	<u>3rd</u>	<u>Category IX</u>					<u>1st</u>
Senior Class Sponsor	.008	.015	TeamMates					3
JH Student Council	.008	.015						
SH Student Council	.008	.015						
Art Club	.008	.015						
Spanish Club	.008	.015						

Coaches/sponsors who sign up to work in the weight room over the summer can be paid \$10.00/hr for either writing a workout or supervising the weightroom. No more than three coaches will be paid at a single time.

Total money paid to coaches/sponsors cannot exceed \$4,500.00/year.

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

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

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

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

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

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

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

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual

orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

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

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

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made

- available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

The [Name] Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

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

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation

or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

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

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary,

and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to

complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each

building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

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

Date of Adoption: [Insert Date]

Notice of Nondiscrimination

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

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

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

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

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

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

_____.

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

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

_____.

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

_____.

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

Received by: _____ Signature: _____
Date: _____

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

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



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

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

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

SECTION I - EMPLOYER

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

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

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:
 Spouse Parent Child, under age 18
 Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs Transportation
 Physical Care Psychological Comfort Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described: _____

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*, I am able to work
_____ *(hours per day)* _____ *(days per week)*.

Employee Signature _____ Date _____ *(mm/dd/yyyy)*

SECTION III - HEALTH CARE PROVIDER

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

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

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

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

PART A: Medical Information

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

(1) Patient's Name: _____

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

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

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient *(e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort)*.

Employee Name: _____

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

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

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (has been / is expected to be) incapacitated for *more than three* consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

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

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

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

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

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

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

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

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

PART B: Amount of Leave Needed

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

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

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

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

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

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

Employee Name: _____

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

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

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

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

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

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)

Inpatient Care

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider (any one or more of the following)

Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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

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

**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy) we received your most recent information to support your need for leave due to:
(Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- The serious health condition of your spouse, child, or parent
- A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin (Military Caregiver Leave)

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: (Select as appropriate)

- Approved.** All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.
- Not Approved:** (Select as appropriate)
 - The FMLA does not apply to your leave request.
 - As of the date the leave is to start, you do not have any FMLA leave available to use.
 - Other _____
- Additional information** is needed to determine if your leave request qualifies as FMLA leave. (Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request.**

If you have any questions, please contact: _____ at _____
(Name of employer FMLA representative) (Contact information)

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request.
(Select as applicable)

- The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. "Incomplete" means one or more of the applicable entries on the certification have not been completed.

Employee Name: _____

- The certification provided is insufficient to determine whether the FMLA applies to your leave request. “Insufficient” means the information provided is vague, unclear, ambiguous or non-responsive.

Specify the information needed to make the certification complete and/or sufficient: _____

You must provide the requested information no later than (provide at least 7 calendar days) _____ (mm/dd/yyyy), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

- We request that you obtain a (second / third opinion) medical certification at our expense, and we will provide further details at a later time. Note: The employee or the employee’s family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: (Select as appropriate)

- Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement: _____.
- Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: (check all that apply)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Based on your request, some or all of your available paid leave** (e.g., sick, vacation, PTO) **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (e.g., sick, vacation, PTO) **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** _____
(e.g., Short- or long-term disability, workers’ compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (will be / will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness-for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (is / is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy)
for one of the following reasons: (Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- You are needed to care for your family member due to a serious health condition. Your family member is your:
 - Spouse
 - Parent
 - Child under age 18
 - Child 18 years or older and incapable of self-care because of a mental or physical disability
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
 - Spouse
 - Parent
 - Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
 - Spouse
 - Parent
 - Child
 - Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- Not eligible** for FMLA leave because: (Only one reason need be checked)
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
 - You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name: _____

- You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- No additional information requested. If no additional information requested, go to Section III.
- We request that the leave be supported by a certification, as identified below.
 - Health Care Provider for the Employee
 - Health Care Provider for the Employee's Family Member
 - Qualifying Exigency
 - Serious Illness or Injury (Military Caregiver Leave)

Selected certification form is attached / not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)

- We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

- Other information needed (e.g. documentation for military family leave): _____
The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: (*Select as appropriate*)

- The calendar year (January 1st - December 31st)
- A fixed leave year based on _____
(*e.g., a fiscal year beginning on July 1 and ending on June 30*)
- The 12-month period measured forward from the date of your first FMLA leave usage.
- A “rolling” 12-month period measured backward from the date of any FMLA leave usage. (*Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.*)

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ (*mm/dd/yyyy*).

You (*are* / *are not*) **considered a key employee** as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (*have* / *have not*) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(*Check all that apply*)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- You have requested to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** (*e.g., short- or long-term disability, workers’ compensation, state medical leave law, etc.*) _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____
_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (30-days or _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member’s serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember’s serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (will be / will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

**Certification for Military Family Leave for
Qualifying Exigency
under the Family and Medical Leave Act**

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



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

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

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, child, or parent (the military member) is on covered active duty or has been notified of an impending call or order to covered active duty. The FMLA allows an employer to require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. 29 C.F.R. § 825.305(b). If the employee fails to provide complete and sufficient certification, the employee's FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at http://www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the employee for the information necessary for a complete and sufficient qualifying exigency certification, which is set out at 29 C.F.R. § 825.309. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.**

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by _____ (mm/dd/yyyy).
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete all Parts of Section II and sign the form before returning it to your employer. The FMLA allows an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. If requested by your employer, your response is required to obtain the benefits and protections of the FMLA. 29 C.F.R. § 825.309. Failure to provide a complete and sufficient certification may result in a denial of your FMLA leave request. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. **You are responsible for making sure the certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. § 825.313.

- (1) Provide the name of the military member on covered active duty or call to covered active duty status:

_____ *First Middle Last*

- (2) Select your relationship of the military member. The military member is your:

Spouse Parent Child, of any age

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave for a qualifying exigency related a military member who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave for a qualifying exigency related a military member for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

PART A: COVERED ACTIVE DUTY STATUS

Covered active duty or call to covered active duty in the case of a member of the Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. Covered active duty or call to covered active duty in the case of a member of the Reserve components means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to: Section 688 of Title 10 of the United States Code; Section 12301(a) of Title 10 of the United States Code; Section 12302 of Title 10 of the United States Code; Section 12304 of Title 10 of the United States Code; Section 12305 of Title 10 of the United States Code; Section 12406 of Title 10 of the United States Code; chapter 15 of Title 10 of the United States Code; or, any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation. 10 U.S.C. § 101(a)(13)(B).

An employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. **This information need only be provided to the employer once, unless additional leave is needed for a different military member or different deployment.**

- (3) Provide the dates of the military member's covered active duty service: _____
- (4) Please check one of the following and attach the indicated written document to support that the military member is on covered active duty or call to covered active duty status:
 - A copy of the military member's covered active duty orders
 - Other documentation from the military indicating that the military member is on covered active duty or has been notified of an impending call to covered active duty, such as official military correspondence from the military member's chain of command
 - I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status

PART B: APPROPRIATE FACTS

Under the FMLA, leave can be taken for a number of qualifying exigencies. 29 C.F.R. § 825.126(b). Complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes available written documentation which supports the need for leave such as a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, or a document confirming an appointment with a third party (e.g., a counselor or school official, or staff at a care facility, a copy of a bill for services for the handling of legal or financial affairs). Please provide appropriate facts related to the particular qualifying exigency to support the FMLA leave request, including information on the type of qualifying exigency and any available written documentation of the exigency event.

- (5) Select the appropriate **Qualifying Exigency Category** and, if needed, provide additional information related to the event:
 - Short notice deployment (*i.e.*, deployment within seven or fewer days of notice)
 - Military events and related activities (*e.g.*, *official ceremonies or events, or family support and assistance programs*):

 - Childcare related activities for the child of the military member (*e.g.*, *arranging for alternative childcare*):

Employee Name: _____

- Care for the military member's parent (*e.g., admitting or transferring the parent to a new care facility*):

 - Financial and legal arrangements related to the deployment (*e.g., obtaining military identification cards*)
 - Counseling related to the deployment (*i.e., counseling provided by someone other than a health care provider*)
 - Military member's short-term, temporary Rest and Recuperation leave (R&R) (leave for this reason is limited to 15 calendar days for each instance of R&R)
 - Post deployment activities (*e.g., arrival ceremonies, or reintegration briefings and events*): _____
 - Any other event that the employee and employer agree is a qualifying exigency: _____
- (6) **Available written documentation** supporting this request for leave is (attached / not attached / not available).

PART C: AMOUNT OF LEAVE NEEDED

Provide information concerning the amount of leave that will be needed. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency leave needed. Be as specific as you can; terms such as "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage.

- (7) List the approximate date exigency started or will start: _____ (mm/dd/yyyy)
- (8) Provide your best estimate of how long the exigency lasted or will last:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
- (9) Due to a qualifying exigency, I need to work a **reduced schedule**. Provide your **best estimate** of the reduced schedule you are able to work:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
I am able to work _____
(*e.g., 5 hours/day, up to 25 hours a week*)
- (10) Due to a qualifying exigency, I will need to be absent from work for a **continuous period of time**. Provide your **best estimate** of the beginning and ending dates for the period of absence:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Employee Name: _____

(11) Due to a qualifying exigency, I will need to be absent from work on an **intermittent basis** (periodically).

Provide your **best estimate** of the frequency (how often) and duration (how long) of each appointment, meeting, or leave event, including any travel time.

Over the next 6 months, absences on an **intermittent basis** are estimated to occur: _____ times per
(day / week / month) and are likely to last approximately _____ (hours / days) per episode.

(12) My leave is due to a qualifying exigency that involves **Rest and Recuperation leave** (R & R) of the military member (leave for this reason is limited to 15 calendar days for each instance of R & R leave).

List the dates of the military member's R & R leave:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

PART D: THIRD PARTY INFORMATION

If applicable, please provide information below that may be used by your employer to verify meetings or appointments with a third party related to the qualifying exigency. Examples of meetings with third parties include: arranging for childcare or parental care, to attend non-medical counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations. This information may be used by your employer to verify that the information contained on this form is accurate.

Individual (e.g., name and title) or Entity / Organization: _____

Address: _____

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

Describe purpose of meeting: _____

Employee Signature _____ **Date** _____ (mm/dd/yyyy)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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

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

**Certification for Serious Injury or Illness of a
Current Servicemember for Military Caregiver Leave
under the Family and Medical Leave Act**

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



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

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

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave to care for a covered servicemember with a serious illness or injury. The FMLA allows an employer to require an employee seeking FMLA leave for this purpose to submit a medical certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the health care provider for the information necessary for a complete and sufficient medical certification. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Recertifications are not allowed for FMLA leave to care for a covered servicemember. Where medical certification is requested by an employer, an employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good-faith efforts to obtain such documents.** An employer requiring an employee to submit a certification for leave to care for a covered servicemember **must** accept as sufficient certification invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at the servicemember's bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA.

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

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by: _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE and/or CURRENT SERVICEMEMBER

Please complete all Parts of Section II before having the servicemember's health care provider complete Section III. The FMLA allows an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by your employer, your response is required to obtain or retain the benefit of FMLA-protected leave.

PART A: EMPLOYEE INFORMATION

- (1) Name of the current servicemember for whom employee is requesting leave: _____

Employee Name: _____

(2) Select your relationship to the current servicemember. You are the current servicemember's:

- Spouse Parent Child Next of Kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for a covered servicemember who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a covered servicemember for whom the employee has assumed the obligations of a parent. No biological or legal relationship is necessary. "Next of kin" is the servicemember's nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority: (1) a blood relative as designated in writing by the servicemember for purposes of FMLA leave, (2) blood relatives granted legal custody of the servicemember, (3) brothers and sisters, (4) grandparents, (5) aunts and uncles, and (6) first cousins.

PART B: SERVICEMEMBER INFORMATION AND CARE TO BE PROVIDED TO THE SERVICEMEMBER

(3) The servicemember (is / is not) a current member of the Regular Armed Forces, the National Guard or Reserves. If yes, provide the servicemember's military branch, rank and unit currently assigned to: _____

(4) The servicemember (is / is not) assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, such as a medical hold or warrior transition unit. If yes, provide the name of the medical treatment facility or unit: _____

(5) The servicemember (is / is not) on the Temporary Disability Retired List (TDRL).

(6) Briefly describe the care you will provide to the servicemember: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs
 Psychological Comfort Physical Care
 Transportation Other: _____

(7) Give your **best estimate** of the amount of leave needed to provide the care described: _____

(8) If a reduced work schedule is necessary to provide the care described, give your **best estimate** of the reduced work schedule you are able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy), I am able to work: _____ (hours per day) _____ (days per week).

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all Parts of this Section fully and completely, and sign the form below. The employee listed at Section I has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. Note: For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. "Need for care" includes both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the servicemember is not able to care for his or her own basic medical, hygienic, or nutritional needs or safety, or needs transportation to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the servicemember who is receiving inpatient or home

Employee Name: _____

care. A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above.

PART A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice/Medical specialty: _____

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

Please select the type of FMLA health care provider you are:

- DOD health care provider
- VA health care provider
- DOD TRICARE network authorized private health care provider
- DOD non-network TRICARE authorized private health care provider
- Health care provider as defined in 29 C.F.R. § 825.125

PART B: MEDICAL INFORMATION

Please provide appropriate medical information of the patient as requested below. Limit your responses to the servicemember's condition for which the employee is seeking leave. If you are unable to make some of the military-related determinations contained below, you are permitted to rely upon determinations from an authorized DOD representative, such as a DOD recovery care coordinator. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e).

(1) Patient's Name: _____

(2) List the approximate date condition started or will start: _____ *(mm/dd/yyyy)*

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

(4) The servicemember's injury or illness: *(Select as appropriate)*

- Was incurred in the line of duty on active duty.
- Existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty.
- None of the above.

(5) The servicemember (is / is not) undergoing medical treatment, recuperation, or therapy for this condition.

If yes, briefly describe the medical treatment, recuperation or therapy: _____

Employee Name: _____

- (6) The current servicemember's medical condition is classified as: *(Select as appropriate)*
- (VSI) Very Seriously Ill/Injured** Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*
 - (SI) Seriously Ill/Injured** Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*
 - OTHER Ill/Injured** A serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.
 - NONE OF THE ABOVE.** *Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under 29 C.F.R. § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.*

PART C: AMOUNT OF LEAVE NEEDED

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

- (7) Due to the condition, the servicemember will need care for a **continuous period of time**, including any time for treatment and recovery. Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for this period of time.
- (8) Due to the condition, it is medically necessary for the servicemember to attend **planned medical treatment** appointments (scheduled medical visits). Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery _____ (e.g. 3 days/week)
- (9) Due to the condition, it is medically necessary for the servicemember to receive care on an **intermittent basis** (periodically), such as the care needed because of episodic flare-ups of the condition or assisting with the servicemember's recovery. Provide your **best estimate** of how often (frequency) and how long (the duration) the intermittent episodes will likely last.

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

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

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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

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

RELEASE FORM
(For Child Age 6 to Not Attend School)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child has or will reach the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm (check or initial appropriate exception for attendance):

_____ the Child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

_____ the parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Dated this ____ day of _____, 20__.

Parent or Guardian

Disenroll to Attend Homeschool

I am the parent or guardian of _____ (Child's name).

I elect to disenroll the Child from an accredited school this school year and hereby affirm _that I intend for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements (a homeschool) and will provide the Commissioner of Education with a statement confirming such homeschool status.

Parent or Guardian

Date

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

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

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals

involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision,

and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

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

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

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

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

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

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

_____.

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

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

_____.

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

_____.

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

Received by: _____ Signature: _____
Date: _____

InstructionSpecial Education

[Name] Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time

to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”).

The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is

available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01

7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

9. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

16. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or

- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a

determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC 51-006.04.

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

5/20/2021

I would like to formally resign from the position of Preschool Teacher/Early Childhood Special Education Teacher for the 2021/2022 school year.

I would like to thank you all for your support these past 4 years at Raymond Central. I have enjoyed helping grow the preschool program and I cannot wait to see how it continues to grow for years to come.

Jacquelyn Barry

May 25, 2021

RE: Retirement Resignation Letter

Dear Raymond Central Board of Education:

Please accept this letter of retirement from the position of Elementary Principal Secretary. My last day of work will be July 30, 2021.

I have enjoyed my time with Raymond Central. I started volunteering, subbing and coming on the payroll half time in 1998. I am ready for my next adventure in life.

Thank you again,

A handwritten signature in cursive script that reads "Jo Ann Lopez". The signature is written in black ink and is positioned above the printed name.

Jo Ann Lopez

Parental/Community Involvement in Schools

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: May 18, 2009
Date of Revision: June 10, 2020

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools.

Definitions

1. **Physical Restraint.** Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
2. **Seclusion.** Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

Physical Restraint

1. **When Physical Restraint May be Used.** Physical restraint may be used in the following circumstances:
 - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
 - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
 - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

2. Conditions. Use of physical restraint shall take into consideration the safety and security of the student:
 - In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.
 - If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.
3. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
4. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint. An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion

1. When Seclusion May be Used. Seclusion may be used in the following circumstances:
 - When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
 - When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
 - When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
 - The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used

with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

2. Conditions. Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

3. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

4. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

Documentation and Evaluation

1. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall

include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

2. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
3. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The notice shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
4. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
 - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: July 19, 2010

Date of Revision: June 10, 2020

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Raymond Central has implemented a variety of supports and resources for students and staff. The following are examples, however, not an exhaustive list:

- Anonymous reporting app
- GoGuardian - Student Device Management Software
- K-12 Anti-Bullying Curriculum for Students
- 5th Grade Kindness Retreat
- Trauma-Informed Care Training for staff
- Mental Health First Aid Training for Staff
- 6-12 Onsite Mental Health Therapist (2 days per week)
- Project Harmony training for School Counselors

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2,137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: April 20, 2009
Date of Revision: June 10, 2020



2901 Cuming Street
Omaha, NE 68131
(402) 344-4321 phone
(402) 346-0277 fax
www.HilandDairy.com

May 27, 2021

Raymond Central Public Schools
Attn: Dr. Derrick Joel
1800 W Agnew Rd
Raymond, NE 68428

Dear Dr. Joel,

Hiland Dairy Foods is pleased to submit the following bid on dairy products for the 2021-2022 school year.

<u>Unit</u>	<u>Product</u>	<u>Esc/De-Esc Price</u>
½ Pint	Skim White	\$0.2490
½ Pint	1% White	\$0.2560
½ Pint	1% Chocolate	\$0.2650
½ Pint	Fat Free Strawberry	\$0.2650

This bid is for Escalating/De-Escalating pricing. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing. Please call if you have any questions.

The bid is (choose one) awarded to Hiland Dairy or declined and awarded to _____

Name and Title _____

Contact Phone _____ Email _____

Date _____ First Delivery Date _____ Esc./De-Esc Month May 2021

Please complete and scan this bid along with all competing bidder's information to: rmerwald@hilanddairy.com.

Thank you, 

Michael Poulsen
Lincoln Branch Sales Manager
Hiland Dairy Foods
5220 NW 38th
Lincoln, Ne. 68524
Office (402)470-2424
Cell (402)405-2325



Raymond Central Public Schools
Agnew • Ceresco • Davey • Raymond • Valparaiso

May 26, 2021

Hiland Dairy
Attn: Mike Poulsen
5220 NW 38th Street
Lincoln, NE 68524

We would like to obtain a price quote for the following dairy items for the 2021-22 school year if you are interested.

Do you provide storage containers? _____
How often do you deliver? _____

1/2 Pint 1% White Milk \$0.2560
1/2 Pint White SKIM Milk \$0.2490
1/2 Pint Chocolate Fat Free Milk \$0.2650
1/2 Pint Strawberry Fat Free Milk \$0.2650

Please submit your bid by Wednesday, June 9, 2021. Bids may be faxed (402-785-2097) or emailed (crieck@rcentral.org). Raymond Central Public Schools has the right to reject or accept any or all bids. Thank you for your prompt reply.

Sincerely,

Dr. Derrick Joel
Superintendent

Company Hiland Dairy Foods, LLC

Please sign as the respective bidder.

Name _____
Phone Number (402)402-2325
Email address mpoulsen@hilanddairy.com

Date _____
Fax Number (402)970-0147



Jun-21

Kemps LeMars 2021-22 Dairy Bid

Kemps LeMars Office

Bill To: 172899
RAYMOND CENTRAL PUBLIC-RAYMOND

1345 12th Ave SW
Le Mars, IA 51031

Kemps LeMars would like the opportunity to bid on your schools dairy program for the upcoming 21-22 school year. Please see the below bid prices quoted for the month printed in the top right corner. **If you have any questions regarding this bid, please contact Debra Carlson at: Email: debra.carlson@kemps.com - Phone: 712-548-2200 x41113- Fax: 712-548-5809**

Milk	Carton	Item #	Escalator
8oz KEMPS SEL WHL ECO HP 50/CS	Paper	65378	
8oz KEMPS SEL 2% ECO HP 50/CS	Paper	65379	
8oz KEMPS SEL 1% ECO HP 50/CS	Paper	65380	0.2742
8oz KEMPS SEL SKIM ECO HP 50/CS	Paper	65381	0.2709
8oz TMOO 1% CHOC AGH FREE SQT HP 48/CS	Paper	47284	0.2885
8oz TMOO SKIM CHOC AGH FREE HP 50/CS	Paper	45837	0.2830
8oz TMOO SKIM STRAW HP 50/CS	Paper	46073	0.2830

Please fill in the below information, sign and return via mail, or email at debra.carlson@kemps.com or fax 712-548-5809 along with any other competitive bids and a 21/22 school calendar.

We (Please circle one) **We**
Accept **Decline**

Kemps...It's the Cows!

First Day of School:

Name of Kitchen/Food Service Director:

Phone #:

Email:

Signature:

Kemps Dairy Items	Carton	Item #	Escalator
KEMPS SEL WHL PL GAL 4/CS	Plastic	66351	4.9908
KEMPS SEL 2% PL GAL 4/CS	Plastic	66352	4.6604
KEMPS SEL 1% PL GAL 4/CS	Plastic	66353	4.4613
KEMPS SEL SKIM PL GAL 4/CS	Plastic	66354	4.2702
TMOO 1% CHOC AGH FREE GAL 4/CS	Plastic	47421	5.1776
HG KEMPS SEL 2% MK PL 9/CS	Plastic	66385	2.7227
QT KEMPS H&H PP 16/CS	Plastic	65374	2.3716
PT KEMPS HWC 36% STAB PAPER 28/CS	Paper	65386	2.6272
GAL KEMPS OJ 100% 4/CS	Plastic	66510	4.1118
HALF GAL KEMPS OJ 100% 9/CS	Plastic	66511	2.3286
12oz ORCHARD PURE 100% ORANGE JUICE	Plastic	56683	1.0077
HP KEMPS OJ 100% SQT 48/CS	Paper	66513	0.3311
4oz-100% JUICE: Orange, Apple, Fruit Punch & Grape	Plastic - Foil Top	54952	0.2681
5LB KEMPS CC 4% SMCRD 2/BX	Plastic Tub	66508	8.9935
5LB KEMPS CC 2% SMCRD 2/BX	Plastic Tub	66507	9.1590
5LB KEMPS CULT SR CRM PLN 2/BX	Plastic Tub	66506	8.1296
5LB CF SR CRM LT	Plastic Tub	54017	8.4678
1oz COUNTRY FRESH SOUR CREAM PACKETS REG	Paper Packet	54152	12.2341
5LB KEMPS YOGURT(VAN/BLUEB/STR/PLAIN)	Plastic Tub	65399	9.2204
HG DP Lactose Free ESL Skim (other fat levels avail.)	Paper	56745	4.4061
HALF GAL KEMPS 5% VAN IC MIX PL 9/CS	Plastic	66444	3.7767
14oz TMOO 1% PROTEIN (Van-Choc)	Plastic	51059	1.4282
14oz Dairy Pure /TruMoo Milk	Plastic	56781	1.0758

Flavors: White: VD, 2%, Choc VD, Choc 1%

Ship To's: * Delivery Days and Times to be Determined*

173942 RAYMOND PUB.SCHOOL-CERESC
173985 RAYMOND PUB.SCHOOL-RAYMON
173980 RAYMOND PUB.SCHOOL-VALPAR

Kemps is letting you take control! Please review new ordering procedure for 2021-22 school year.

No Acceptance of Standard Terms and Conditions: Notwithstanding any terms or conditions contained or referenced in this RFP, each response and submission relating to this RFP shall be subject to the condition that all terms and conditions relating to any resulting business relationship must be separately negotiated and agreed upon in a written agreement executed by both parties, which written agreement shall represent the entire and exclusive understanding and agreement between the parties as to the applicable business.



Raymond Central Public Schools

Agnew • Ceresco • Davey • Raymond • Valparaiso

May 26, 2021

Kemps

~~Deann Foods~~

Attn: Debra Carlson
1345 12th Ave SW
Le Mars, IA 51031

We would like to obtain a price quote for the following dairy items for the 2021-22 school year if you are interested.

Do you provide storage containers? yes
How often do you deliver? twice or once a week

1/2 Pint 1% White Milk .2742
1/2 Pint White SKIM Milk .2709
1/2 Pint Chocolate Fat Free Milk .2830
1/2 Pint Strawberry Fat Free Milk .2830

Please submit your bid by Wednesday, June 9, 2021. Bids may be faxed (402-785-2097) or emailed (crieck@rcentral.org). Raymond Central Public Schools has the right to reject or accept any or all bids. Thank you for your prompt reply.

Sincerely,

Dr. Derrick Joel
Superintendent

Company Kemps

Please sign as the respective bidder.

Name Debra Carlson c/o Terry Alrich Date 6-3-21
Phone Number 712-548-2200 x4113 Fax Number 712-548-5809
Email address debra.carlson@kemps.com

3 schools 2 del per week
coolers - ~~8~~ 6 coolers
Volume - ~~8~~ estimate 675 per day

HOT LUNCH PRICE COMPARISON

	LUNCH PRICES				BREAKFAST PRICES				MILK
	ELEMENTARY	SECONDARY	REDUCED	ADULT	ELEMENTARY	SECONDARY	REDUCED	ADULT	PRICES
2007-2008	\$1.95	\$2.10	\$0.40	\$2.90	\$0.90	\$0.00	\$0.30	\$1.40	\$0.25
2008-2009	\$2.00	\$2.15	\$0.40	\$3.00	\$0.95	\$0.00	\$0.30	\$1.45	\$0.30
2009-2010	\$2.10	\$2.25	\$0.40	\$3.10	\$1.05	\$0.00	\$0.30	\$1.55	\$0.30
2010-2011	\$2.10	\$2.25	\$0.40	\$3.10	\$1.05	\$0.00	\$0.30	\$1.55	\$0.30
2011-2012	\$2.15	\$2.30	\$0.40	\$3.10	\$1.10	\$0.00	\$0.30	\$1.55	\$0.30
2012-2013	\$2.15	\$2.30	\$0.40	\$3.10	\$1.30	\$0.00	\$0.30	\$1.55	\$0.40
2013-2014	\$2.25	\$2.40	\$0.40	\$3.25	\$1.35	\$0.00	\$0.30	\$1.60	\$0.45
2014-2015	\$2.35	\$2.50	\$0.40	\$3.30	\$1.40	\$0.00	\$0.30	\$1.65	\$0.45
2015-2016	\$2.45	\$2.60	\$0.40	\$3.40	\$1.50	\$0.00	\$0.30	\$1.75	\$0.45
2016-2017	\$2.55	\$2.70	\$0.40	\$3.40	\$1.55	\$0.00	\$0.30	\$1.80	\$0.45
2017-2018	\$2.60	\$2.75	\$0.40	\$3.55	\$1.60	\$1.60	\$0.30	\$2.15	\$0.45
2018-2019	\$2.65	\$2.80	\$0.40	\$3.60	\$1.65	\$1.65	\$0.30	\$2.20	\$0.50
2019-2020	\$2.65	\$2.80	\$0.40	\$3.60	\$1.65	\$1.65	\$0.30	\$2.20	\$0.50
2020-2021	\$2.65	\$2.80	\$0.40	\$3.60	\$1.65	\$1.65	\$0.30	\$2.20	\$0.50
2021-2022	\$2.65	\$2.80	\$0.40	\$3.60	\$1.65	\$1.65	\$0.30	\$2.20	\$0.50

