

## August Meeting

Monday, August 10, 2020 8:00 PM

1. Call the Meeting to Order

2. Roll Call

Attendance Taken at 8:00 PM. **Absent:** Barb Overleese, **Present:** Mike Bartels, Raquel Felzien, James Haussermann, Scott Herrick, Windy Ingram. Present: 5, Absent: 1.

3. Verification of Open Meetings Act Notice

4. Verification of Publication of Meeting Notice

5. Consider and Approve the Current Board Meeting Agenda

Motion to approve the current month's board meeting agenda as presented passed with a motion by Raquel Felzien and a second by Mike Bartels.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

6. Visitor Comments

7. Student Fee Policy Hearing

8. Action Items

1. Consent Agenda

Motion to approve consent agenda passed with a motion by Raquel Felzien and a second by James Haussermann.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

1. Minutes of Previous Meeting

2. Monthly Financial Report

### 3. Claims

#### 2. Consider, Discuss and Approve Invoice from H&Y Leveling in the Amount of:

- \$450.00 for Removal of Grass Clippings (4.5 hours @ \$100/hr)

Motion to approve invoice from H&Y Leveling in the amount of \$450.00 for removal of grass clippings passed with a motion by James Haussermann and a second by Windy Ingram.

Barb Overleese: Absent, Scott Herrick: Abstain (With Conflict), Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Windy Ingram: Yea

#### 3. Consider, Discuss and Approve Invoice from R&R SALES & SERVICE, INC in the Amount of:

- \$55.74 for (3) mower blades

Motion to Pay R&R Sales & Service \$55.74 for mower blades passed with a motion by Mike Bartels and a second by James Haussermann.

Barb Overleese: Absent, Scott Herrick: Abstain (With Conflict), Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Windy Ingram: Yea

#### 4. Consider, Discuss and Approve Board Pandemic Resolution During the 2020-2021 School Year

Motion to approve Board Resolution "During the 2020-2021 school year, due to the pandemic, all outside individuals and groups will not be allowed to use Franklin Public Schools facilities after school, in the evenings or on weekends" passed with a motion by Scott Herrick and a second by Raquel Felzien.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

#### 5. Consider, Discuss and Approve Policies Presented and Rescind All Former Policies

Motion to approve all new board policies as presented and rescind all former board policies passed with a motion by Mike Bartels and a second by Windy Ingram.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

#### 6. Consider, Discuss and Approve Policy 3057 Title IX Policy

Motion to approve Board Policy 3057 Title IX passed with a motion by Mike Bartels and a second by Raquel Felzien.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

7. Consider, Discuss and Approve Camera System for Route Busses and 2 Activity Busses

Motion to approve camera system for route busses and 2 activity busses from 247 Security for \$16,530.00 passed with a motion by Raquel Felzien and a second by Windy Ingram.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

8. Consider, Discuss and Approve Bid for Carpeting Offices

Motion to approve carpet proposal for \$25,106.41 from Swartzendruber Construction and Flooring Covering passed with a motion by Scott Herrick and a second by Raquel Felzien.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

9. Consider, Discuss and Approve September 22 as an Opportunity Trial Virtual Learning Day due to Senior ACT Testing Day

Motion to approve Virtual Learning Day passed with a motion by Raquel Felzien and a second by Mike Bartels.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

10. Consider, Discuss and Approve Contract with NRCSA for Superintendent Search

Motion to approve contract with NRCSA for hiring Superintendent for the 2021-22 school year Deluxe Model passed with a motion by Raquel Felzien and a second by Mike Bartels.

Barb Overleese: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea

9. Discussion Item: Guidance on Fall Sports Season Guidelines for Franklin Schools

10. Superintendent's Update on Building Improvements, Personnel, Start of New School Year and Set Date for end of August Meeting and September Board Meeting.

11. Positive Comments

12. Adjournment

**2020-2021 Student Fees Policy of Franklin Public Schools—  
Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Rental fee \$20.00/year.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast—K-3 \$1.80, 4-12 \$2.05, Staff \$2.15 Lunch—K-3 \$2.80, 4-12 \$3.05, Staff \$3.55 Milk \$0.45 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>		
	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt

<sup>1</sup> Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the 2020-2021 school year.

Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music - band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument. Dress Clothing – concert black required. Marching Band Fee \$30.00/year for dry cleaning of uniform, gloves for uniform and band shirt.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$100 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast—K-3 \$1.80, 4-12 \$2.05, Staff \$2.15 Lunch—K-3 \$2.80, 4-12 \$3.05, Staff \$3.55 Milk \$0.45 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$315. In past years a portion has been paid by the school district.
Lock	Use of school padlock	A school lock will be provided free for the students who wish to use a school lock.
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
1. Admission	Spectator fees for admission to events	\$10.00 per event maximum. Students may purchase an Activity Ticket. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.

2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="950 688 1429 1312"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>No additional</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs Balls &amp; Tees Dress attire</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research team speech shirt.</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads, shorts/ankle braces.</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top, slacks &amp; skirt; jacket), poms and other accessories</td> </tr> </table>	Basketball	No additional	Cross County	No additional	Football	No additional	Golf	Golf bag & clubs Balls & Tees Dress attire	Speech/Debate	Dress attire; copies of research team speech shirt.	Track	No additional	Volleyball	Volleyball knee pads, shorts/ankle braces.	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top, slacks & skirt; jacket), poms and other accessories
Basketball	No additional																			
Cross County	No additional																			
Football	No additional																			
Golf	Golf bag & clubs Balls & Tees Dress attire																			
Speech/Debate	Dress attire; copies of research team speech shirt.																			
Track	No additional																			
Volleyball	Volleyball knee pads, shorts/ankle braces.																			
Wrestling	Wrestling head gear																			
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top, slacks & skirt; jacket), poms and other accessories																			
4. Lock Use Fee	Padlock for gym locker	Refundable damage deposit of \$6 per season will be required.																		
5. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense. Volleyball team camps are paid by volleyball activities account.																		
6. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Dress clothes is concert black. Uniforms for the marching band will be supplied by the school; students are required to pay a refundable band uniform rental fee of \$30.00 to pay for dry cleaning, gloves and band shirt.																		

<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$25.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
3. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture.

July Meeting  
Monday, July 13, 2020 8:00 PM

1. Call the Meeting to Order

The regular, meeting of the Franklin Public School Board was opened at 8:00 PM.

2. Roll Call

Attendance Taken at 8:00 PM. **Absent:** James Haussermann, **Present:** Mike Bartels, Raquel Felzien, Scott Herrick, Windy Ingram, Barbara Overleese. Present: 5, Absent: 1.

3. Verification of Open Meetings Act Notice

Board Member Mike Bartels verified that the Open Meetings Notice was posted in the Franklin Public School's Media Center.

4. Verification of Publication of Meeting Notice

Board Member Raquel Felzien verified that the meeting notice was published in the Franklin Chronicle.

5. Consider and Approve the Current Board Meeting Agenda

Motion to approve the current month's board meeting agenda as presented passed with a motion by Raquel Felzien and a second by Mike Bartels.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

6. Visitor Comments

7. Action Items

7.1. Consent Agenda

Motion to approve consent agenda passed with a motion by Raquel Felzien and a second by Windy Ingram.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

7.1.1. Minutes of Previous Meeting

7.1.2. Monthly Financial Report

### 7.1.3. Claims

## 7.2. Approve New Calendar for 2020-2021 School Year

Motion to approve the new calendar with the August 11, 2020 student start date for the 2020-2021 school year passed with a motion by Mike Bartels and a second by Windy Ingram.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

## 7.3. Consider, Discuss and Approve Return to Learn Plan

Motion to approve the Return to Learn Plan as presented passed with a motion by Raquel Felzien and a second by Mike Bartels.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

## 7.4. Consider, Discuss, and Approve 2020-2021 Student/Parent Handbook

Motion to approve the 20-21 student/parent handbook with deletion of letter H pg 52 passed with a motion by Barbara Overleese and a second by Windy Ingram.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

## 7.5. Consider, Discuss and Approve the 2020-2021 Staff Handbook

Motion to approve the 20-21 staff handbook passed with a motion by Mike Bartels and a second by Raquel Felzien.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

## 7.6. Consider, Discuss and Approve the 2020-2021 Student Activities Handbook

Motion to approve the 20-21 Student Activities with changes discussed passed with a motion by Mike Bartels and a second by Barbara Overleese.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

## 7.7. Consider, Discuss and Approve New Eakes Contract on Printer/Copy Equipment

Motion to approve new printer/copier contract lease with Eakes for \$1,582.01 per month passed with a motion by Scott Herrick and a second by Windy Ingram.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

#### 7.8. Consider, Discuss, and Approve Purchase of Two Vans

Motion to approve the purchase of two (2) Dodge Grand Caravans for \$49,249.00 passed with a motion by Mike Bartels and a second by Raquel Felzien.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

#### 7.9. Consider, Discuss, and Approve Bid for Remodel of Lower Elementary Restrooms Including a Handicap Restroom

Motion to approve lower elementary restroom bid from ICON Improvements for \$221,721.00 passed with a motion by Raquel Felzien and a second by Mike Bartels.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

#### 7.10. Consider, Discuss, and Approve Terrazzo Floor Bid for Lower Elementary Hallway

Motion to approve the Terrazzo Floor Tabled with a motion by Scott Herrick and a second by Barbara Overleese.

James Haussermann: Absent, Mike Bartels: Yea, Raquel Felzien: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

#### 8. Remote Learning Survey Results

#### 9. Superintendent's Report

#### 10. Positive Comments

Congratulations to Claire Harrison and Meredith Shaver for earning Silver Medals at National FCCLA Conference! Way to Go!

Thank you for a great Graduation Ceremony for the Class of 2020.

#### 11. Adjournment

Barb moved to Adjourn at 10: 28.

**01 General Fund**  
**Statement Date: July 31, 2020**

Checking Account Balance on Books

Balance On Hand:	6/30/20	\$1,503,203.13
	Claims	(\$76,351.26)
	Prepaid Claims	(\$48,998.00)
	Payroll Employees	(\$131,304.30)
	Payroll Payees	(\$150,813.68)
	Deposits	\$478.67
	Franklin Co. Treasurer Deposit	\$62,538.31
	Harlan Co. Treasurer Deposit	\$1,214.41
	Interest	\$59.90
Balance On Hand:	7/31/20	<b>\$1,160,027.18</b>
CD Account Balance on Books		
	6/30/20	\$1,215,600.89
	Interest	\$2,037.29
	7/31/20	<b>\$1,217,638.18</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$2,377,665.36</b>

Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$1,161,120.17
	Less Outstanding Checks	(\$1,092.99)
	Plus Outstanding Deposits	\$0.00
	7/31/20	<b>\$1,160,027.18</b>

CD Account Statement Reconciliation

CSB	CD # 33723	\$109,870.26	11/1/2020	3 Mths
CSB	CD # 34032	\$328,230.66	10/1/2020	6 Mths
CSB	CD # 34800	\$308,322.50	8/26/2020	3 Mths
SCSB	CD # 404988	\$129,864.81	10/8/2020	3 Mths
SCSB	CD # 404989	\$78,191.71	10/8/2020	3 Mths
SCSB	CD # 405154	\$65,789.56	10/9/2020	3 Mths
SCSB	CD # 405155	\$65,789.56	10/9/2020	3 Mths
SCSB	CD # 405156	\$65,789.56	10/9/2020	3 Mths
SCSB	CD # 405157	\$65,789.56	10/9/2020	3 Mths
	7/31/20	<b>\$1,217,638.18</b>		
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$2,377,665.36</b>		

**Franklin Public Schools --- 01 General Fund Revenue Summary Report - July 2020**

<u>COA</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL PROPERTY TAXES, TRANSFERS	4,301,100.00	40,502.10	3,907,793.16	90.86	393,306.84
01 1115	CARLINE TAX	119.00	0.00	81.99	68.90	37.01
01 1120	PUBLIC POWER DIST SALES TAX 5% GROSS	3,014.00	356.16	11,838.50	392.78	(8,824.50)
01 1125	MOTOR VEHICLE TAX	126,128.00	13,229.02	121,356.23	96.22	4,771.77
01 1140	PENALTIES AND INTEREST ON TAXES	0.00	497.69	14,296.42	0.00	(14,296.42)
01 1370	PRE-SCHOOL TUITION	7,190.00	0.00	5,090.00	70.79	2,100.00
01 1510	INTEREST BANKING	18,840.00	2,097.19	13,805.05	73.28	5,034.95
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	610.00	0.00	0.00	0.00	610.00
01 1911	LOCAL LICENSES AND FEES	3,800.00	0.00	2,605.37	68.56	1,194.63
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	2,500.00	0.00	(2,500.00)
01 1921	POLICE COURT FINES	0.00	0.00	0.00	0.00	0.00
01 1925	CATEGORICAL GRANTS -CORP/PRIVATE	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL RECEIPTS, IN LIEU OF TAXES	10,603.00	0.00	250.00	2.36	10,353.00
<i>Subtotal: LOCAL RECIEPTS</i>		4,471,404.00	56,682.16	4,079,616.72	91.24	391,787.28
01 2110	COUNTY FINES AND LIC. FEES	11,500.00	382.87	6,926.07	60.23	4,573.93
01 2130	OTHER COUNTY RECEIPTS, SYST MODERN	0.00	0.00	(182.52)	0.00	182.52
01 2210	ESU RECEIPTS (PERKINS)	0.00	0.00	5,594.23	0.00	(5,594.23)
<i>Subtotal: COUNTY AND ESU RECEIPTS</i>		11,500.00	382.87	12,337.78	107.29	(837.78)
01 3110	STATE AID	82,000.00	0.00	86,270.00	105.21	(4,270.00)
01 3120	S.P.E.D. (SCHOOL AGE)	300,000.00	0.00	313,495.00	104.50	(13,495.00)
01 3125	SPED TRANSPORTATION SCHOOL AGE	10,000.00	0.00	19,520.00	195.20	(9,520.00)
01 3130	HOMESTEAD EXEMPTION	0.00	6,954.15	34,770.72	0.00	(34,770.72)
01 3131	PROPERTY TAX CREDIT	0.00	(0.92)	337,917.07	0.00	(337,917.07)
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	8,668.36	0.00	(8,668.36)
01 3134	PP TAX CREDIT - RR & PUBLIC SERVICE	0.00	0.00	1,829.94	0.00	(1,829.94)
01 3180	PRO-RATE MOTOR VEHICLE	8,500.00	1,831.65	4,019.97	47.29	4,480.03
01 3400	STATE APPORTIONMENT	27,000.00	0.00	36,426.03	134.91	(9,426.03)
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	0.00	0.00	0.00
01 3535	HIGH ABILITY LEARNERS	4,200.00	0.00	3,968.00	94.48	232.00
01 3540	EARLY CHILDHOOD	20,000.00	0.00	6,002.00	30.01	13,998.00
01 3990	OTHER STATE RECEIPTS, GAME & PARKS	0.00	0.00	0.00	0.00	0.00
<i>Subtotal: STATE RECEIPTS</i>		451,700.00	8,784.88	852,887.09	188.82	(401,187.09)
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00
01 4309	HEAD START	0.00	0.00	500.00	0.00	(500.00)
01 4310	REAP	0.00	0.00	30,866.00	0.00	(30,866.00)
01 4505	TITLE I PT A ESSA IMPROV BASIC PROG 4200	91,000.00	0.00	65,296.00	71.75	25,704.00
01 4506	TITLE I NCLB IMPR BASIC PRGRM ACCO 4210	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE IIA (6310)	0.00	0.00	9,492.00	0.00	(9,492.00)
01 4512	IDEA BASE (6404)	36,000.00	0.00	51,567.00	143.24	(15,567.00)
01 4516	IDEA PRESCH (619) BASE ALLOCATION (6406)	4,000.00	0.00	963.00	24.08	3,037.00
01 4519	IDEA ENROLLMENT/POVERTY (6410)	0.00	0.00	66,512.00	0.00	(66,512.00)
01 4521	IDEA PART B Proportionate Share (4412)	0.00	0.00	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL	0.00	0.00	0.00	0.00	0.00
01 4525	FED VOC & APPLIED TECH ED (CARL PERKINS)	0.00	0.00	180.00	0.00	(180.00)
01 4530	OTHER FEDERAL CATEGORICAL RECEIPTS	250.00	0.00	0.00	0.00	250.00
01 4708	MEDICAID IN SCHOOLS (4450)	10,000.00	0.00	6,092.68	60.93	3,907.32
01 4709	MEDICAID ADMIN. ACTIV. (4455)	4,000.00	0.00	4,650.71	116.27	(650.71)
01 4969	TITLE IV, PART A SSAE (6969)	0.00	0.00	10,000.00	0.00	(10,000.00)
<i>Subtotal: FEDERAL RECEIPTS</i>		145,250.00	0.00	246,119.39	169.45	(100,869.39)
01 5200	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	0.00	0.00	0.00
01 5300	SALE OF PROPERTY	0.00	0.00	366.08	0.00	(366.08)
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	1,842.04	0.00	(1,842.04)
01 5400	LONG TERM LOANS	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE REC. (ALICAP)	0.00	0.00	3,285.00	0.00	(3,285.00)
<i>Subtotal: NON-REVENUE RECEIPTS</i>		0.00	0.00	5,493.12	0.00	(5,493.12)
<i>Fund Total:</i>		5,079,854.00	65,849.91	5,196,454.10	102.30	(116,600.10)

## 02 Depreciation Fund

Statement Date: July 31, 2020

### Checking Account Balance on Books

Balance on hand:	6/30/20	\$188,690.80
Receipts:	Transfer from General Fund	\$0.00
Disbursements:	Karr Tuckpointing	(\$44,341.00)
Balance on hand:	7/31/20	<b>\$144,349.80</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$144,349.80</b>

### Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$188,690.80
	Less Outstanding Checks	(\$44,341.00)
	Plus Outstanding Deposits	\$0.00
	7/31/20	<b>\$144,349.80</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$144,349.80</b>

**03 Employee Benefit/Unemployment Insurance Fund**  
**Statement Date: July 31, 2020**

Checking Account Balance on Books

Balance on hand:	6/30/20	\$3,492.20
Receipts:	Interest	\$0.15
Disbursements:		\$0.00
Balance on hand:	7/31/20	<b>\$3,492.35</b>

CD Account Balance on Books

CSB CD #33386	6/30/20	\$4,063.43
	Interest	\$0.00
Balance:	7/31/20	<b>\$4,063.43</b>

<b>Recon Total</b>	<b>7/31/20</b>	<b>\$7,555.78</b>
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Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$3,492.35
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	7/31/20	<b>\$3,492.35</b>

CD Account Statement Reconciliation

CSB CD#33386	7/31/20	<b>\$4,063.43</b>
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<b>Recon Total</b>	<b>7/31/20</b>	<b>\$7,555.78</b>
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Must have a minimum checking balance of \$1000

CSB CD #33386

Interest Payment: 3 months  
Maturity Term: 6 months

Next Interest Date: September 30, 2020  
Next Maturity Date: October 1, 2020

**05 Activity Fund**  
**Statement Date: July 31, 2020**

Checking Account Balance on Books

Balance on hand:	6/30/20	\$94,352.35
	Deposits	\$12,465.20
	Gen Fund Replenishing Activity Fund	\$0.00
	Interest	\$4.04
	Disbursements	(\$21,577.20)
	Voided Checks	\$0.00
	NSF	\$0.00
Balance on hand:	7/31/20	<b>\$85,244.39</b>

CD Account Balance on Books

SCSB CD #404519	6/30/20	\$21,799.79
	Interest	\$73.37
	7/31/20	<b>\$21,873.16</b>

<b>Recon Total</b>	<b>7/31/20</b>	<b>\$107,117.55</b>
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Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$100,490.33
	Less Outstanding Checks	(\$15,245.94)
	Plus Outstanding Deposits	\$0.00
	7/31/20	<b>\$85,244.39</b>

CD Account Statement Reconciliation

SCSB CD #404519	7/31/20	<b>\$21,873.16</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$107,117.55</b>

## Franklin Public Schools -- 05 Activity Fund Balance Report - Summary - July 2020

COA	COA Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0001	ATHLETICS	(9,962.73)	5,413.60	0.00	5,370.00	(10,006.33)
05 704 0002	CAMPS	5,370.00	0.00	0.00	(5,370.00)	0.00
05 704 0003	CROSS COUNTRY	411.85	0.00	0.00	0.00	411.85
05 704 0004	BASKETBALL/BOYS	110.73	11.19	0.00	0.00	99.54
05 704 0005	BASKETBALL/GIRLS	428.93	2.59	0.00	0.00	426.34
05 704 0006	FOOTBALL	2,426.70	0.00	0.00	0.00	2,426.70
05 704 0007	GOLF	2,073.14	0.00	0.00	0.00	2,073.14
05 704 0008	TRACK/GIRLS	3,007.78	260.88	0.00	0.00	2,746.90
05 704 0010	VOLLEYBALL	1,169.70	150.00	0.00	0.00	1,019.70
05 704 0011	WRESTLING	2,921.96	360.00	0.00	0.00	2,561.96
05 704 0015	YEARBOOK	2,081.85	3,817.79	0.00	0.00	(1,735.94)
05 704 0016	BAND	11,533.10	0.00	0.00	758.32	12,291.42
05 704 0017	CHEER SQUAD	1,454.70	7,838.20	6,344.45	0.00	(39.05)
05 704 0019	CONCESSIONS	41.61	0.00	0.00	0.00	41.61
05 704 0020	FCCLA	7,197.63	0.00	0.00	0.00	7,197.63
05 704 0021	FFA	532.80	333.49	6,000.00	0.00	6,199.31
05 704 0022	FOREIGN LANGUAGE	2,876.15	0.00	0.00	0.00	2,876.15
05 704 0023	CLASS OF 2023	1,249.64	0.00	0.00	0.00	1,249.64
05 704 0024	CLASS OF 2021	5,729.59	1,663.78	0.00	0.00	4,065.81
05 704 0025	SENIOR BANNERS	0.00	0.00	0.00	0.00	0.00
05 704 0026	NHS	5,721.18	0.00	0.00	0.00	5,721.18
05 704 0027	OM/GIFTED	(100.00)	0.00	0.00	0.00	(100.00)
05 704 0028	SCIENCE CLUB	653.43	0.00	0.00	0.00	653.43
05 704 0029	CLASS OF 2020	2,021.51	518.00	0.00	0.00	1,503.51
05 704 0030	CLASS OF 2022	3,269.94	0.00	0.00	0.00	3,269.94
05 704 0031	STUDENT COUNCIL	(620.94)	0.00	0.00	0.00	(620.94)
05 704 0032	VOCAL	1,218.67	0.00	0.00	(758.32)	460.35
05 704 0034	CAPS/GOWNS/DIPLOMAS	2,918.06	0.00	0.00	0.00	2,918.06
05 704 0037	GREENHOUSE	21,016.99	0.00	0.00	0.00	21,016.99
05 704 0038	COURTESY	2,338.68	30.00	0.00	0.00	2,308.68
05 704 0039	ELEMENTARY TEACHERS	2,570.14	0.00	0.00	0.00	2,570.14
05 704 0040	INDUSTRIAL ARTS	(355.98)	0.00	120.75	0.00	(235.23)
05 704 0041	INVESTMENTS	21,799.79	0.00	73.37	0.00	21,873.16
05 704 0042	CLASS OF 2025	857.45	0.00	0.00	0.00	857.45
05 704 0043	LIBRARY	141.11	0.00	0.00	0.00	141.11
05 704 0045	CLASS OF 2024	1,098.95	0.00	0.00	0.00	1,098.95
05 704 0046	SPECIAL PROJECTS	(154.95)	0.00	4.04	0.00	(150.91)
05 704 0047	SPEECH/DRAMA	(3,016.24)	377.68	0.00	0.00	(3,393.92)
05 704 0048	ENTREPRENEURSHIP	73.86	0.00	0.00	0.00	73.86
05 704 0049	ACE, 40 Dev Assets	537.50	0.00	0.00	0.00	537.50
05 704 0050	IND ARTS/DONATIONS	1,699.48	0.00	0.00	0.00	1,699.48
05 704 0051	QUIZ BOWL	257.82	0.00	0.00	0.00	257.82
05 704 0052	WEIGHTROOM PROJECT	9,090.56	0.00	0.00	0.00	9,090.56
05 704 0053	EHA WELLNESS PROGRAM	2,460.00	800.00	0.00	0.00	1,660.00
		116,152.14	21,577.20	12,542.61	0.00	107,117.55

**06 Lunch Fund**  
**Statement Date: July 31, 2020**

Checking Account Balance on Books

Balance on hand:	6/30/20	\$19,840.05
Receipts:	Transfer from General Fund	\$0.00
	Meal Sales Deposit	\$0.00
	Fed Reimb Deposit	\$0.00
	State Reimb Deposit	\$0.00
	Interest Checking	\$0.83
	Contributions/Reimb/Raffle Misc Deposits	\$8.24
	Disbursements	(\$863.40)
	Payroll Employee	(\$227.30)
	Payroll Payees	(\$112.83)
	Void/NSF/Deposit Correction	\$0.00
Balance on hand:	7/31/20	<b>\$18,645.59</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$18,645.59</b>

Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$18,965.19
	Less Outstanding Checks	(\$319.60)
	Plus Outstanding Deposits	\$0.00
	7/31/20	<b>\$18,645.59</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$18,645.59</b>

**08 Building Fund**  
**Statement Date: July 31, 2020**

Checking Account Balance on Books

Balance on hand:	6/30/20	\$194,858.20
Receipts:	Checking Interest	\$8.31
	Franklin Co. Treasurer Deposit	\$1,024.51
	Harlan Co. Treasurer Deposit	\$22.38
Disbursements:		\$0.00
Balance on hand:	7/31/20	<b>\$195,913.40</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$195,913.40</b>

Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$195,913.40
	Less Outstanding Checks	\$0.00
	Less Outstanding Deposits	\$0.00
	7/31/20	<b>\$195,913.40</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$195,913.40</b>

## Cafeteria Plan -- Flex Benefits Plan

Statement Date: July 31, 2020

### Checking Account Balance on Books

Balance on hand:	6/30/20	\$25,723.34
Receipts:		
Transfer from General Fund for 2019-2020 SY		\$0.00
Transfer to General Fund for 2018-2019 SY Start Up		\$0.00
Reimb from General Fund Employees Payroll		\$1,670.91
Reimb from Employees Non-Qualified Exp		\$0.00
AMGL & Employees Non-Qualified Fee		\$0.00
Claims Checks Written		(\$3,524.42)
Claims MHM Resources Direct Pay		\$0.00
Outstanding Checks from Previous Months		\$0.00
Balance on hand:	7/31/20	<b>\$23,869.83</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$23,869.83</b>

### Checking Account Statement Reconciliation

CSB Checking	7/31/20	\$24,968.58
Less Outstanding Checks		(\$1,098.75)
Less Outstanding Deposits		\$0.00
	7/31/20	<b>\$23,869.83</b>
<b>Recon Total</b>	<b>7/31/20</b>	<b>\$23,869.83</b>

Invoice Number	Description	Amount
W02279192	(2) 30PK F32T8 32W 3500K WARM WHITE	115.99
Vendor Name	1000BULBS.COM	115.99
9067	FLEX PLAN PROCESSING JULY	100.00
Vendor Name	ALMQUIST M.G. & LUTH, P.C.	100.00
AC27170886	CREDIT ON APPLE SCHOOL	100.00
AC34193081	NEW LAPTOP: C CONRADT	1,649.00
Vendor Name	Apple Inc.	1,749.00
21512	(6) CASE TOILT PAPR,(6) FOAM HAND CLNR	771.18
Vendor Name	ASK SUPPLY CO., LLC	771.18
4062665	(5) GAL AMINE, (2.5) GAL BUCCANEER	151.00
4073299	(0.5) GAL DRIVE XLR8, (2.5) GAL MSO	149.88
Vendor Name	AURORA COOPERATIVE	300.88
20200730GH	NATURAL GAS - GREENHOUSE JULY	34.08
20200730MB	NATURAL GAS - MAIN BUILDING JULY	283.14
20200730SB	NATURAL GAS - SHOP BUILDING JULY	30.95
Vendor Name	BLACK HILLS ENERGY	348.17
2020183	REPAIR/MAINT DONGLE	1,176.00
WO-0889	REPROGRAMMED BELL SCHEDULE	213.00
Vendor Name	CEI SECURITY & SOUND	1,389.00
20200726STMT	MONTHLY TRANSACTIONS	8,454.16
Vendor Name	CHASE CARD SERVICES	8,454.16
20200730	UTILITIES: JUNE 15 - JULY 15	6,483.26
Vendor Name	CITY OF FRANKLIN	6,483.26
3177	(4) 1 1/4 STD PIPE FOR EXT GRATE	11.50
3187	DECK/ANGLE IRON TO BUILD GRATE	242.45
Vendor Name	DUNCAN'S WELDING	253.95
INV222417	COPIES: APRIL 15 - JULY 14 2020	2,877.69
LEASEADMINFEE	NEW COPIER LEASE AGREEMENT ADMIN FEE	55.00
Vendor Name	EAKES INC.	2,932.69
20200723	VEH INS:ADD (2) 2020 VANS,DELETED TRADES	134.00
Vendor Name	EMC INSURANCE COMPANIES	134.00
1920-4-8	SPECIAL ED 2019-2020 SY 4th QUARTER	127,116.49
Vendor Name	ESU 11	127,116.49
COOP001469	(253) WORLD BOOK NE POWER SCHOOL	225.17
Vendor Name	ESU COORDINATING COUNCIL	225.17
5776-204138	PAINT FOR DRAINS	13.98
5776-204305	PAINT FOR METAL GRATES	41.94
5776-205013	PB WHITE LITH GREASE: D ROCKER	5.99
Vendor Name	FRANKLIN AUTO PARTS	61.91

Invoice Number	Description	Amount
20200728	07.28.2020-08.27.2020 TELECOMM SERVICE	572.42
Vendor Name	FRONTIER	572.42
1433357	(300) BLK CLOTH FACEMASKS	844.04
Vendor Name	Graphic Edge, Inc., The	844.04
841602	LOAD & HAUL GRASS CLIPPINGS	450.00
Vendor Name	H Y LEVELING	450.00
2019-2020GOLD	2019-2020 GOLD ASSESSMENT (16) CHILDREN	191.20
Vendor Name	HEAD START CHILD & FAMILY DEVELOPMENT PROGRAM, INC.	191.20
2020SEPT#001	COPIER LEASE SEPT PAYMENT #001	1,582.01
Vendor Name	HOMETOWN LEASING	1,582.01
491572	BADGE HOLDER (200) STAFF,(400) STUDENT	217.46
491961	BADGE READER PRINTER	2,870.50
492037	BADGE REELS (150) STAFF	356.63
492653	BADGE LANYARD (400) STUDENT	775.00
Vendor Name	IDENTISYS INCORPORATED	4,219.59
21104593	1 YR QUIA WEB SUBSCRIPTION: SHA KAHRS	99.00
Vendor Name	IXL LEARNING	99.00
USI86294583	MINERAL,SEED START,NET POTS: D ROCKER	187.00
Vendor Name	JUICE PLUS+ COMPANY, LLC, THE	187.00
8478	LEGAL SERVICES JULY	1,161.50
Vendor Name	KSB SCHOOL LAW, PC LLO	1,161.50
51667350	SUPPLIES: CYL RENT SHOP VETTER/ROCKER	59.26
Vendor Name	MATHESON TRI-GAS, INC	59.26
0703952-IN	(96) DISINFECTANT WIPES	2,000.96
0706496-IN	GERM FREE+,GLASS CLNR,HI-TIDE	481.56
Vendor Name	Mid-American Research Chemical	2,482.52
2020-2021ALICAPGF	2020-2021 ALICAP PREMIUM CONTRIBUTION	22,378.25
Vendor Name	NASB ALICAP	22,378.25
1190	MISC SUPPLIES	1,470.85
Vendor Name	NATIONAL ART & SCHOOL SUPPLIES INC	1,470.85
20200729	PUPIL TRANSPORTATION 2HR IN SERVICE	250.00
57-7759	LEV 2 COURSE: A GOOSIC	125.00
Vendor Name	NEBRASKA SAFETY CENTER	375.00
DS-94162	CAMERA: WEST LOT,KITCHEN,ART,GYM,SHOP	8,336.00
Vendor Name	NEX-TECH COMMUNICATIONS LLC	8,336.00
2020-2021NSIAAA	2020-2021 NSIAAA MEMBERSHIP: A BOETTCHER	250.00
Vendor Name	NIAAA/NSIAAA	250.00

Invoice Number	Description	Amount
2020-21 NRCSA DUES	2020-2021 NRCSA MEMBERSHIP DUES RENEWAL	850.00
Vendor Name	NRCSA	850.00
111303	MOWER TIRE 24x12x12CRL 6PLY	115.50
Vendor Name	OK TIRE STORE	115.50
77929	'06 BUS INSPECTION/REPAIRS	2,069.78
Vendor Name	PAVELKA TRUCK & TRAILER REPAIR	2,069.78
10199C	PAPERCUT SERVER	274.43
10203C	SOPHOS CENTRAL INTERCEPT ANTIVIRUS	8,058.07
10220C	SOPHOS CENTRAL EMAIL FILTER	3,666.60
10236C	SECURLY SAFETY CLOUD	6,727.50
10237C	PAPERCUT SERVER ELITEDESK COMPUTER	1,055.88
Vendor Name	PINE COVE CONSULTING, LLC	19,782.48
L197582	(2) NEVERKINK HOSE,BRUSH,PRIMER	97.76
L197645	(12) FENDER WASHERS	5.52
L198017	LAG BOLTS,MSNRY BIT, LAG SHIELDS	9.35
L198304	STEEL FLANGE,PIPE,THREADS,BLK SPRAY	33.13
Vendor Name	PLANK LUMBER & HARDWARE	145.76
072000164	REPAIR: ROOF TOWER BENT OVER	1,962.14
073120001	CELL REPEATER	1,287.00
Vendor Name	PLATTE VALLEY COMMUNICATION OF KEARNEY INC	3,249.14
7588453	PEST GENERAL MAINT	53.00
7588454	PEST INSECT CONTROL	85.00
Vendor Name	PRESTO-X	138.00
9071	2020-2021 SAFETY SWEEPS	275.00
Vendor Name	PROVIDENCE WORKING CANINES, INC	275.00
S1411139.001a	MISC SUPPLIES	1,281.49
Vendor Name	PYRAMID SCHOOL PRODUCTS	1,281.49
8918552	5 DRAWER LEGAL SIZE LOCK FILE CABINET	357.99
Vendor Name	QUILL CORPORATION	357.99
358678	MOWER: (3) BLADES	55.74
Vendor Name	R & R SALES & SERVICE	55.74
SRV074666	CONTL BRD SPED,GYM/CAFETERIA RTU	1,036.65
Vendor Name	RASMUSSEN MECHANICAL SERVICES	1,036.65
7275538	(4) 12PK BASKETS: K-6 ELEM STUDENT FILE	187.16
Vendor Name	REALLY GOOD STUFF, INC.	187.16
20200801-376OFFICE	PLC TRAINING MEALS,CUSTODIAL SUPPLIES	1,058.22
Vendor Name	RIGHTWAY INC.	1,058.22
S23577	ROLLER COVERS: D ROCKER	3.19

Invoice Number	Description	Amount
S23665	GROUNDS SUPPLIES: EXT GRATES	290.23
Vendor Name	S.E. SMITH & SONS	293.42
M6963744	SCHOLASTIC NEWS	307.29
Vendor Name	SCHOLASTIC INC.	307.29
IN000536454	(100) JH/HS PLANNERS	380.00
Vendor Name	SCHOOL MATE	380.00
208125386053	INDEX CARDS 3x5 NEON: A DREHER	2.79
208125450594	(6) 50LB CLAY LOW FIRE EARTHENWARE VERSA	95.04
208125465508	(2) 12PK PENCILS 4TH GR AWARD: J SILAS	5.18
208125473758	(9) 48" ROUND CONF MAHOGANY TABLE TOPS	821.43
208125550121	(4) 9PK GLITTER GLUE: B MARKS	18.44
208125574454	(4) 6PK GLITTER MARKERS: B MARKS	24.16
208125594449	(51) BLACK 1100 SLED CHAIRS FOR LIBRARY	3,223.20
Vendor Name	SCHOOL SPECIALTY	4,190.24
JULY2020	DISTANCE EDUCATION: JULY	229.32
Vendor Name	STATE OF NEBRASKA	229.32
174	(10) SHIELDS,(100) KN95,(150) 3PLY MASKS	440.00
Vendor Name	STEWART PROMOTIONS LLC	440.00
434834995665	PEN HOLDER,CALCULATOR,(2) SOUND MACHINE	92.03
436679483945	HAND SANITIZER & DISENFECT SPRAY BOTTLES	294.76
443573695747	IPAD CHARGERS,PHONE LINE	138.38
453863838974	(5) 24 PK PENCIL CASES	124.95
453873458844	6 PK MINI CONTAINERS	20.00
456977777455	TV MOUNT FOR SECURITY CAMERA MONITOR	65.99
477375457845	10 PK VIDEO SURVEILLANCE SIGNS	8.99
483753487997	CALCULATOR,CORK,PUPIL LIGHT	56.29
566797399935	(3) 2PK WALL CLOCKS	62.97
667899784756	(144) AAA BATTERIES	59.98
669865969559	SECURITY CAMERA MONITOR CABLES	49.98
738399939956	(3) EAR THERMOMETERS	239.85
739693488984	CRICUT VINYL/ADHESIVE ROLLS	50.88
835345446347	DRUG FREE SCHOOL ZONE SIGNS	53.70
957467694433	(64) 100 PK NITRILE GLOVES	1,381.76
965437959653	FRISBEES: L DANIELSON	16.29
989579596898	WALL HOOKS FOR MISC USE	18.79
Vendor Name	SYNCB/AMAZON	2,735.59
9859385841	JUNE 24 - JULY 23, 2020 SERVICES	279.42
Vendor Name	VERIZON WIRELESS	279.42
66779572	MONTHLY FUEL TRANSACTIONS	202.08
Vendor Name	WEX BANK	202.08
8942-228	DOCUMENT DESTRUCTION JULY	47.50
Vendor Name	WOODWARD'S DISPOSAL SERV INC	47.50
Fund Number	01	234,802.26
Checking Account ID	1	234,802.26

## **3057 Title IX Policy**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

### **2. Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
  - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
  - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
  - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 2.6.4.2.1. The length of the relationship.
    - 2.6.4.2.2. The type of relationship.
    - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

#### **4. Response to Sexual Harassment**

**4.1. Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**4.2. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
  - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
  - 5.1.4.2.2. The scope of the district's education program or activity;
  - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
  - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## 5.2. **Notice of Allegations.**

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
  - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
  - 5.3.2.2. Did not occur in the district's education program or activity; or
  - 5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

### **5.7. Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.7.2.3. Findings of fact supporting the determination;
- 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**5.10. Recordkeeping.**

- 5.10.1. The district will maintain for a period of seven years records of:
  - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - 5.10.1.2. Any appeal and the result therefrom;
  - 5.10.1.3. Any informal resolution and the result therefrom; and
  - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### 10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: August 10, 2020

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



# 247 Quotation

247Security Inc.  
1455 Alderman Drive  
Alpharetta GA 30005  
United States

Date: 13-Jul-2020  
Quote #: QN15843  
Expires: 11-Oct-2020  
Sales Rep: BROOKE R EVERS  
End User: Franklin Public Schools (NE)\*

Customer Federal Tax ID:

**Bill To**

Franklin Public Schools (NE)\*  
1001 M Street  
Franklin NE 68939  
United States

**Ship To**

Franklin Public Schools (NE)\*  
1001 M Street  
Franklin NE 68939  
United States

Part Number	Description	Qty	Unit Price	Amount
ZEUS-PTS-005	ZEUS PLATINUM 1080P, 4 OMNIVIEW 360 CAMERAS, 1 SHIELD CAMERA, DHD2-2T-120SS, GPS	2	2,141.00	4,282.00
ZEUS-PTS-004	ZEUS PLATINUM 1080P, 3 OMNIVIEW 360 CAMERAS, 1 SHIELD CAMERA, DHD2-2T-120SSD, GPS	5	1,982.00	9,910.00
SAC-FHD-12F	LPR 1080P CAMERA W/ 12.0MM LENS - FORWARD	7	276.00	1,932.00
CAB-LPR2-F-10M	SINGLE WATER PROOF EXTERNAL CAMERA CABLE 10M (35ft)	7	38.00	266.00

**Subtotal** 16,390.00  
**Shipping Cost(FedEx Ground®)** 140.00  
**Total :** \$16,530.00  
 USD



QN15843

## PROPOSAL

### **Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

### **BACK ENTRY**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

7.22 sq. yds. of Tear out. @ \$ 3.00	\$ 21.66
65 sq.ft. of adhesive grinding. @ \$ .30	\$ 19.50
1/2—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 21.25
65 sq. ft. of concrete sealer installation. @ \$ .12	\$ 7.80
2—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 373.44
7.22 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 50.47
40'-0" of Vinyl cove base. @ \$ 1.10	\$ 44.00
40'-0" of cove base installation. @ \$ 1.25	\$ 66.00
1—tubes of cove base adhesive. @ \$ 6.99	\$ 6.99
1/2—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 15.63
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 716.74</b>

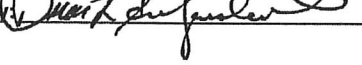
**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 716.74 with payment due within 5 days from receipt of statement.

Down payment of \$ 350.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By: 

ACCEPTANCE OF PROPOSAL

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

Customer: Candace Conrath

## PROPOSAL

**Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

### **SUPT. OFFICE**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

41.56 sq. yds. of Tear out. @ \$ 3.00	\$ 124.68
374 sq.ft. of adhesive grinding. @ \$ .30	\$ 112.20
2—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 85.00
374 sq. ft. of concrete sealer installation. @ \$ .12	\$ 44.88
7—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 1,307.04
41.56 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 290.50
85'-0" of Vinyl cove base. @ \$ 1.10	\$ 93.50
85'-0" of cove base installation. @ \$ 1.25	\$ 106.25
2—tubes of cove base adhesive. @ \$ 6.99	\$ 13.98
2—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 62.50
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 2,330.53</b>

**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**


Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

**We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 2,330.53 with payment due within 5 days from receipt of statement.**

Down payment of \$ 1,100.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

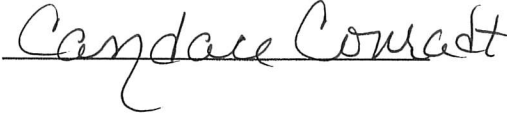
By



ACCEPTANCE OF PROPOSAL

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

Customer:



# PROPOSAL

## **Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

### **BOOK ROOM**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

24.67 sq. yds. of Tear out. @ \$ 3.00	\$ 74.01
222 sq.ft. of adhesive grinding. @ \$ .30	\$ 66.60
1—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 42.50
222 sq. ft. of concrete sealer installation. @ \$ .12	\$ 26.64
4—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 746.88
24.67 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 172.44
65'-0" of Vinyl cove base. @ \$ 1.10	\$ 71.50
65'-0" of cove base installation. @ \$ 1.25	\$ 81.25
2—tubes of cove base adhesive. @ \$ 6.99	\$ 13.98
1—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 31.25
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 1,417.05</b>

**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

**We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 1,417.05 with payment due within 5 days from receipt of statement.**

Down payment of \$ 700.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By: 

ACCEPTANCE OF PROPOSAL

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

Customer: 

## PROPOSAL

### **Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

#### **ELEMENTRY PRINCPAL OFFICE.**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

22.44 sq. yds. of Tear out. @ \$ 3.00	\$ 67.32
202 sq. ft. of adhesive grinding. @ \$ .30	\$ 60.60
1—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 42.50
202 sq. ft. of concrete sealer installation. @ \$ .12	\$ 24.24
4—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 746.88
22.44 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 156.86
65'-0" of Vinyl cove base. @ \$ 1.10	\$ 71.50
65'-0" of cove base installation. @ \$ 1.25	\$ 81.25
2—tubes of cove base adhesive. @ \$ 6.99	\$ 13.98
1—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 31.25
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 1,386.38</b>

**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 1,386.38 with payment due within 5 days from receipt of statement.

Down payment of \$ 600.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By:  \_\_\_\_\_

ACCEPTANCE OF PROPOSAL

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

Customer:  \_\_\_\_\_

# PROPOSAL

**Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

### **FRONT ENTRY**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

18.33 sq. yds. of Tear out. @ \$ 3.00	\$ 54.99
165 sq. ft. of adhesive grinding. @ \$ .30	\$ 49.50
1—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 42.50
165 sq. ft. of concrete sealer installation. @ \$ .12	\$ 19.80
4—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 746.88
18.33 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 128.13
55'-0" of Vinyl cove base. @ \$ 1.10	\$ 60.50
55'-0" of cove base installation. @ \$ 1.25	\$ 68.75
1—tube of cove base adhesive. @ \$ 6.99	\$ 6.99
1/2—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 15.63
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 1,283.67</b>

**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

**We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 1,283.67 with payment due within 5 days from receipt of statement.**

Down payment of \$ 600.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By: 

ACCEPTANCE OF PROPOSAL

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

Customer: 

# PROPOSAL

**Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

**HIGH SCHOOL MAIN OFFICE.**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

65.33 sq. yds. of Tear out. @ \$ 3.00	\$ 195.99
588 sq. ft. of adhesive grinding. @ \$ .30	\$ 176.40
3-1/2—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 148.75
588 sq. ft. of concrete sealer installation. @ \$ .12	\$ 70.56
10—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 1,867.20
65.33 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 456.66
110'-0" of Vinyl cove base. @ \$ 1.10	\$ 121.00
110'-0" of cove base installation. @ \$ 1.25	\$ 137.50
3—tube of cove base adhesive. @ \$ 6.99	\$ 20.97
2—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 62.50
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 3,347.53</b>

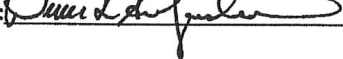
**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

**We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 3,347.53 with payment due within 5 days from receipt of statement.**

Down payment of \$ 1,500.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By: 

ACCEPTANCE OF PROPOSAL

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

Customer: Candace Comadt

**PROPOSAL**

**Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

**HIGH SCHOOL PRINCIPAL OFFICE.**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

28.78 sq. yds. of Tear out. @ \$ 3.00	\$ 86.34
259 sq. ft. of adhesive grinding. @ \$ .30	\$ 77.70
1-1/2—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 63.75
259 sq. ft. of concrete sealer installation. @ \$ .12	\$ 31.08
5—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 933.60
28.78 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 201.17
70'-0" of Vinyl cove base. @ \$ 1.10	\$ 77.00
70'-0" of cove base installation. @ \$ 1.25	\$ 87.50
2—tube of cove base adhesive. @ \$ 6.99	\$ 13.98
1—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 31.25
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 1,693.37</b>

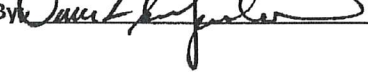
**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

**We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 1,693.37 with payment due within 5 days from receipt of statement.**

Down payment of \$ 800.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By: 

ACCEPTANCE OF PROPOSAL

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

Customer: 

**PROPOSAL**

**Swartzendruber Construction & Flooring Covering.**

**P.O. Box 67**

**Shickley, Ne. 68436**

**Phone: 402-627-4745**

All types of Construction—Heritage Homes—Floor Coverings.

July 28, 2020

Customer: Franklin Public Schools  
1001 M St.  
Franklin, Ne. 68939

**TEAMATES ROOM.**

All labor and materials to remove carpet in school room, grind off existing adhesive, seal floor with Opti-Seal concrete sealer ( the grinding of adhesive and concrete sealer has to be done for carpet warranty in be in effect, this is not only for carpet tile but all broadloom carpeting.) Installation of Mohawk commercial carpet tile—Artist 2, color: # 999 Writer. There is also new 4" vinyl cove base with toe through out.

19.60 sq. yds. of Tear out. @ \$ 3.00	\$ 58.80
177 sq. ft. of adhesive grinding. @ \$ .30	\$ 53.10
1—gal. of Opti-Seal concrete sealer @ \$ 42.50	\$ 42.50
177 sq. ft. of concrete sealer installation. @ \$ .12	\$ 21.24
4—cartons of Artist 2 carpet tile. @ \$ 186.72	\$ 746.88
19.60 sq. yds. of carpet tile installation. @ \$ 6.99	\$ 137.00
58'-0" of Vinyl cove base. @ \$ 1.10	\$ 63.80
58'-0" of cove base installation. @ \$ 1.25	\$ 72.50
1—tube of cove base adhesive. @ \$ 6.99	\$ 6.99
1—gal. of Enpress carpet tile adhesive. @ \$ 31.25	\$ 31.25
Landfill fees. @ \$ 30.00	\$ 30.00
Mileage. @ \$ 60.00	\$ 60.00
<b>Total Project Cost:</b>	<b>\$ 1,324.06</b>

**If after tear out is complete, and we find that the floor is to uneven to install flooring, the repairs or leveling of floor will be addition to Proposal price.**

Please sign one copy and return, if you would like to do this project. Please let us know, so we can schedule your work. Thank you.

We propose hereby to furnish labor & materials—complete in accordance with above specifications for the sum of \$ 1,324.06 with payment due within 5 days from receipt of statement.


Down payment of \$ 600.00 signing of Proposal with balance due on completion.

Swartzendruber Construction & Flooring Inc.

By:  \_\_\_\_\_

ACCEPTANCE OF PROPOSAL

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

Customer:  \_\_\_\_\_



# FRANKLIN PUBLIC SCHOOLS SAMPLE SEARCH TIMELINE (1)

<b>Monday, Sept. 21</b>	<b>Board Planning Meeting with NRCSA Search Consultants.</b>
<b>Thursday, Sept. 24</b>	<b>Advertisement submitted to print/online media</b>
<b>Friday, Sept. 25</b>	<b>NRCSA widely distributes Franklin Vacancy Announcement</b>
<b>Sundays, Sept. 27, Oct. 4, and 11.</b>	<b>Advertisements run in print and online media.</b>
<b>Monday, Oct. 12</b>	<b>Profile/planning meetings held with Board, faculty and community committees, if desired.</b>
<b>Wednesday, Oct. 14</b>	<b>Application deadline.</b>
<b>Wednesday, Nov. 4</b>	<b>Finalist selection and pre-interview meetings with Board, staff and community committees.</b>
<b>Saturday, Nov. 7, or Mon.-Tues., Nov. 9, 10</b>	<b>Interviews Day or Evenings.</b>
<b>Wednesday, Nov. 11</b>	<b>Selection of new Superintendent; contract issued.</b>

**September**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



## **NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION**

455 South 11th Street, Suite B  
Lincoln, NE 68508

### **AGREEMENT FOR DISCOUNTED SUPERINTENDENT SEARCH SERVICES:**

This agreement is entered into between the Nebraska Rural Community Schools Association (hereinafter “NRCSA”) and the Board of Education of Franklin Public Schools (hereinafter “the Board”).

#### **TERMS OF AGREEMENT**

#### **I. Through its consultant, NRCSA will provide the limited Superintendent Search Services described below:**

##### **A. Planning Phase. NRCSA’s consultant will:**

1. Meet with the Board of Education to develop a comprehensive plan for the search process.
2. Develop a school district profile, which includes the district’s strengths and challenges.
3. Develop a candidate profile, which includes desired characteristics and expectations for the district’s Superintendent.
4. Identify initial elements of the Board’s proposed salary and benefit package for the new Superintendent and research Superintendent compensation packages in comparable districts.
5. Develop a vacancy notice, which includes community demographics, an overview of the school’s features and performance, desired characteristics and expectations for the Superintendent, and outlines application procedures.
6. Develop a timeline with key target dates for each step of the selection process.

**B. Recruiting and Screening Phase. NRCSA's consultant will:**

1. Distribute the vacancy notice to school districts, colleges, ESU's, professional organizations, and other sources of applicants.
2. Advertise in the Omaha World-Herald and/or other appropriate media at client expense.
3. Actively seek out candidates that meet the district's selection criteria.
4. Instruct candidates to complete a NRCSA application form and submit specified materials.
5. Compile applicant data including cover letter, application form, letters of reference, transcripts, etc.
6. Keep track of the status of each applicant.
7. Conduct initial reference checks on all applicants using support of a second consultant and more detailed reference checks on candidates being considered for recommendation as finalists.
8. Analyze each applicant's materials based on the district's candidate profile. Categorize candidates for Board consideration based on the extent to which they fit the district's candidate profile.

**C. Finalist Selection Phase. NRCSA's consultants will:**

1. Meet with the Board to review all applicants' files.
2. Prepare an applicant summary form for the Board which includes data for all applicants who have completed the application process. In addition, the application files of all candidates who have completed the process will be made available to the Board. The client District will be asked to copy and distribute some candidate materials.
3. Make recommendations to the Board of potential finalists based on the results of the consultants' analysis of application materials and screening process.
4. Arrange for a qualified vendor, currently OneSource, to conduct background checks on finalists. NRCSA will arrange with the vendor to conduct a basic criminal background check (Check Plus level) and Department of Motor Vehicles check and provide a summary of the results to the Board at the client's expense.

## **D. Interview Phase. NRCSA's consultant will:**

1. Assist the Board in establishing interview and candidate visitation procedures. Client will be asked to copy and distribute finalist materials and interview packets.
2. In coordination with district staff, contact the finalists to schedule interviews.
3. Coordinate the interview day(s) with district staff via telephone.
4. Apprise Board of open meetings/open records requirements.
5. Conduct one pre-interview meeting with the faculty/staff and community committees to develop interview questions and procedures.
6. Review appropriate interview procedures, including avoiding questions that are illegal or inappropriate.
7. Work with the Board to establish a rubric to evaluate each candidate.
8. Establish a process for employee and community committees to submit appropriate input to the Board.
9. After the Board has made selection, contact non-selected candidates. Notify all applicants once the final selection is made.

## **II. Fees and Expenses.**

- A.** Services listed in Phases A through D are included in the base fee of **\$2,500**.
- B.** Expenses reimbursable to NRCSA include all actual **vacancy advertising expenses** and consultant **travel expenses** to the district for initial planning meeting and the finalist selection/pre-interview meeting. Travel expenses include one car mileage based on the lesser of the two consultants' average travel distance or actual distance for one consultant, and lodging expense for night meetings when distance or weather require overnight stays. No travel expense will be charged for the marketing meeting with the Board. Reimbursement for other unexpected expenses will only be sought with the approval of the Board.
- C.** Payment to NRCSA will be in two installments: One-half of the base fee is due within 30 days after the agreement is signed; the remaining base fee and all expense reimbursement except those associated with transition services is due within 30 days of the hiring of the new Superintendent.

## **III. Warranty.** No warranty is provided with reduced search services.

## **IV. Legal Services:** NRCSA's consultant will endeavor to render services in full compliance with applicable law but will not undertake to provide legal advice to the Board. The Board is encouraged to involve its legal counsel with respect to issues arising under the Nebraska Open Meetings Act, the Nebraska Public Records Act, and the Superintendent's contract.

V. **Non-Discrimination:** The Association and the Consultant shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights and equal opportunity employment in connection with all services rendered under the provisions of this Agreement. Neither the Association nor the Consultants shall discriminate against, or assist any client school district in discriminating against, any employee or applicant for employment because of his or her race, color, religion, sex, disability or national origin.

VI. **Signatures. In witness whereof the parties have signed and entered into this agreement.**

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

\_\_\_\_\_  
Date



\_\_\_\_\_  
Nebraska Rural Community Schools Association

7-8-20  
\_\_\_\_\_  
Date

# NRCSA Superintendent Search Service



Nebraska Rural Community Schools Association  
455 S. 11th St, Suite B  
Lincoln, NE 68508

Jack Moles, Executive Director  
Phone: (402) 335-7732  
Fax: (402) 476-7740



[http://www.nrcsa.net/superintendent\\_search/](http://www.nrcsa.net/superintendent_search/)



<https://www.facebook.com/suptsearch/>



## Prepared For:



# FRANKLIN PUBLIC SCHOOLS

H O M E O F T H E F L Y E R S



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# NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B  
Lincoln, NE 68508

2020-21  
EXECUTIVE COMMITTEE

**Officers:**

**Ginger Meyer, President.**  
Chadron Public Schools  
Chadron, Nebraska

**Del Dack, Past President.**  
Paxton Consolidated Schools  
Paxton, Nebraska

**Dr. Dawn Lewis, President-Elect.**  
Arlington Public Schools  
Arlington, Nebraska

**Jane Davis, Secretary.**  
Hershey Public Schools  
Hershey, Nebraska

**District Representatives:**

**Chris Geary, West.**  
Leyton Public Schools  
Dalton, Nebraska

**Dale Hafer, North Central.**  
Ainsworth Public Schools  
Ainsworth, Nebraska

**Dr. Jon Cerny, Northeast.**  
Bancroft-Rosalie Community Schs  
Bancroft, Nebraska

**Paul Sheffield, Southeast.**  
Exeter-Milligan Public Schools  
Exeter, Nebraska

**Jon Davis, South Central.**  
Alma Public Schools  
Alma, Nebraska

**Alan Garey, Southwest.**  
Medicine Valley Schools  
Curtis, Nebraska

**Executive Director:**

**Jack Moles**  
455 S. 11th St, Ste B  
Lincoln, NE 68508  
402-335-7732

## Franklin Public Schools Board Members,

Thank you for considering the Nebraska Rural Community Schools Association (NRCSA) Superintendent Search Service for your Superintendent search. We look forward to sending two of our experienced search consultants to meet with you and believe that you will find NRCSA's search process to be diligent, complete, transparent, and tailored to the needs of Franklin Public Schools.

NRCSA prides itself on the quality of its search consultants and we will assign two to your search for the same or less cost that other firms charge for assigning one. We believe that the increased attention and effort provided by our consultant team will provide your Board with the best information and guidance available as you make the critical selection of your district's future leader.

NRCSA's consultants and staff will help your Board plan an effective search process, relieve you of the paperwork burden that a complete search entails, actively recruit and screen for high quality candidates, and assist you in the finalist selection and interview phases.

Our consultants, all former Nebraska Superintendents, do the detailed work of a leadership search personally. We do not outsource the reference-checking and fact-finding that effective candidate screening requires, and we make every effort to provide you with accurate and practical recommendations on avoiding the legal pitfalls that can plague the search process. Our goal is to be the Board's hands-on partner in all phases of its Superintendent search and we bring years of collective educational experience to that effort.

Again, thank you for considering NRCSA's Superintendent Search Service. We hope we can have an opportunity for our consultants to visit with you personally in the near future. Best wishes for a very successful leadership search.

Sincerely,

Jack Moles, Executive Director



# Services Proposal for Franklin Public Schools

**July, 2020**

As an experienced Board of Education, you recognize that finding the right Superintendent is perhaps the most important task your Board will undertake. The right Superintendent provides vital executive leadership to your school district's faculty and staff, develops high expectations for the success of all students, and maintains your school at the heart of your community.

But, finding the right Superintendent is not a simple task. Your Board must clearly define your district's needs, find and attract top quality candidates, screen applicants carefully, interview effectively, select with sound judgment, and engage staff and other stakeholders in order to build support for the new leader as he or she joins your district and community.

Fortunately, you don't have to tackle these tasks alone. You can have a partner at your side with nearly 40 years of serving the needs of Nebraska's schools: the **Nebraska Rural Community Schools Association**.

**Why NRCSA?** We believe we can offer our members unparalleled assistance in selecting the right leader. Here are some reasons why:

- Since 1980, NRCSA has represented Nebraska's rural community schools and ESU's. We understand Nebraska's schools, the Boards and Superintendents that lead them, and the communities they serve.
- NRCSA's focus is solely on local schools and communities and the agencies, such as ESU's, which serve them. They are the reason we exist and we are dedicated as an organization to serving them as effectively as possible.
- NRCSA understands school leadership from our members' perspective as Board members and Superintendents/Administrators. Our consultants will come to you from a background as local school leaders. As experienced Superintendents, they know what it takes to be an educational leader in Nebraska's communities.
- NRCSA respects local schools and communities – you're more than just a source of dues or fees to us. You are our lifeblood.
- NRCSA isn't done with you when the leadership search is completed. We want to continue to be your partner in providing high quality education to rural Nebraska's students and their communities.

## **Our Consultants**

NRCSA will provide the services of **two** outstanding Superintendent Search consultants, both experienced school Superintendents and community leaders

**What Services Will NRCSA Provide?** NRCSA's consultants will work with your Board to conduct a successful Superintendent Search in five phases:

### **Planning Phase. NRCSA's consultants will:**

- Work with your Board to develop a comprehensive plan and timeline for the search.
- Develop your school district and candidate profile
- Develop a stakeholder engagement plan to involve staff and community leaders in the search process.
- Develop a NRCSA Vacancy Announcement, which highlights your school and community.
- Provide information on comparable compensation packages and contract language.

### **Recruiting/screening Phase. NRCSA's consultants will:**

- Distribute the Vacancy Announcement to a wide audience and advertise in appropriate media.
- Actively seek out candidates that meet your district's profile.
- Compile applicant data and keep track of the status of each candidate. Applicants are required to submit a letter of application and resume, a NRCSA application form, a list of references, documentation of certification and endorsement, and respond to preliminary background questions.
- Conduct extensive reference calls on your applicants. NRCSA consultants make these detailed calls **personally**; we do not use e-mail questionnaires or hired assistants.
- Analyze applicants' materials and categorize candidates for the Board's consideration based on how well they fit the candidate profile.

### **Finalist Selection Phase. NRCSA's consultants will:**

- Meet with the Board to review all applicants' files.
- Inform the Board of Nebraska's open meeting requirements for finalist selection. (NRCSA's consultants cannot offer legal advice, but NRCSA has been commended by one of Nebraska's school law firms for its clear and practical recommendations on how to meet open meeting requirements in the search process.)
- Recommend potential finalists to the Board.
- Arrange for One Source background checks on finalists at NRCSA's expense.

### **Interview Phase. NRCSA's consultants will:**

- Assist the Board and staff in establishing interview and candidate visitation procedures.
- Schedule finalists' interviews and attend **all** interview sessions
- Assist the Board and staff/community committees in developing interview questions.

### **Interview Phase, Continued. NRCSA's consultants will:**

- Meet with the Board and staff/community committees to review interview questions and procedures, including avoiding questions that are illegal or inappropriate.
- Work with the Board to establish a rubric to evaluate each candidate.
- Contact non-selected candidates once a selection is made.

### **Transition Phase. NRCSA's consultants will:**

- Meet with the new Superintendent and Board to plan a successful transition.
- Assist the new Superintendent in creating initial performance goals.
- Coordinate with NRCSA to provide additional transition services, such as a Superintendent-Board Planning Workshop, if desired.

### **What Does It Cost?**

- The full set of services listed in the five Phases above, except for additional transition services cited below, are included in NRCSA's base fee of **\$5,250** for member schools.
- Reimbursable expenses are limited to actual **advertising expenses** and consultant **travel expenses** for meetings in the district (one car mileage based on the lesser of the two consultants' average travel distance or actual distance, and lodging expense for night meetings when distance or weather require overnight stays). There is NO charge for the on-site interview with the Board prior to selection, or for telephone calls, copies, or other office expenses.
- Additional transition services available to NRCSA members, such as a Superintendent-Board Planning Workshop, are customized to the district's needs and a fee for such services can be negotiated with NRCSA's Executive Director.

**How Long Will It Take?** In general, a thorough search can be done in a two-month period of time although each search is customized to district needs and that may require an expedited search or additional time. Sample timelines are included in our packet and the final timeline will be worked out with the Board at our initial planning meeting.

**Is There A Warranty?** NRCSA provides the following warranty of its services: If the new Superintendent resigns because of expressed dissatisfaction with the position, or if the new Superintendent is asked by the Board to resign, or if the Board implements non-renewal procedures within the first **two years** of employment, NRCSA will conduct a new search for the resulting vacancy with payment limited to reimbursable expenses only. Declining to participate in the transition phase meeting after the initial search will void the warranty.

**Does NRCSA Offer a Lower Cost Option?** Yes. A reduced-price search, with more limited services, is offered for **\$2,500** plus the reimbursable expenses listed above. A detailed comparison of the full-service and discounted searches is provided in your booklet. Here are the main differences:

- A single consultant is assigned with some support provided by a secondary consultant. The recruiting/screening services are very similar; you will still benefit from extensive, personal, reference calls.
- The number of consultant meetings with the Board and staff/community committees are reduced. We still provide assistance with planning, finalist selection, and some pre-interview preparation. One Source Background checks are billed to the district.
- Consultants are available by phone during candidate interviews instead of in person.
- More assistance in copying and distributing materials is expected from the district.
- There is no transition meeting or warranty with this option.

**Who Do We Contact?**

Jack Moles, Executive Director, Nebraska Rural Community Schools Association  
455 S. 11th St., Suite B  
Lincoln, NE 68508  
(402) 335-7732  
jmoles@nrca.net  
www.nrca.net

## NRCSA Search Options

### NRCSA FULL SEARCH

#### **Planning Phase Services:** Two meetings.

- \*\*Comprehensive search plan and timeline.
- \*\*Develop district/candidate profile following Board, staff, community meetings. On-line survey available.
- \*\*Develop Staff/Community engagement plan.
- \*\*Research comparable compensation packages.
- \*\*Review Superintendent contract language.
- \*\*Develop NRCSA Vacancy Announcement.

#### **Recruiting/Screening Phase:**

- \*\*Widely distribute NRCSA Vacancy Announcement.
- \*\*Advertise in World-Herald and free media.
- \*\*E-mail/personal contacts with potential candidates.
- \*\*Compile/analyze applicant data including NRCSA application form, recommendation letters, proof of certification/endorsement, background questions.
- \*\*Extensive reference check calls; **2 consultants.**
- \*\*Categorize candidates for Board consideration based on fit to the district/candidate profile.

#### **Finalist Selection/Pre-Interview:** One meeting.

- \*\*Meet with Board to review all applicant files.
- \*\*Recommend potential finalists to Board.
- \*\*Arrange for One Source background checks for finalists at NRCSA Expense.
- \*\*Apprise Board of open meetings/open records law
- \*\*Assist Board, staff and community committees in developing interview questions and procedures.
- \*\*Provide Board rubric to evaluate finalists.
- \*\*Contact finalists to arrange interviews.

#### **Interview Phase:** Consultants monitor in person.

- \*\*Schedule finalist interviews with all groups.
- \*\*Develop and copy interview packets.
- \*\*Develop interview procedures checklist
- \*\*Attend all Interview Day(s) to facilitate process
- \*\*Monitor and assist in selection process in person, if desired.

**Cost:** \$5,250 plus advertising costs & reimbursement for travel to meetings.

**Staff:** Two NRCSA consultants .

#### **Transition Phase:** One meeting.

- \*\*Meet with Board and new Superintendent to plan successful transition.

**Warranty:** Two years if Superintendent leaves for dissatisfaction or if Board initiates non-renewal or resignation. Follow up search done for expenses only. Must participate Transition Phase.

### NRCSA DISCOUNTED SEARCH

#### **Planning Phase Services:** One meeting.

- \*\*Similar to Full Search option except the meetings with faculty/staff and community committees are eliminated and profile developed with Board only. On-line survey available.
- \*\*Review of Superintendent contract language eliminated.

#### **Recruiting/Screening Phase:**

- \*\*Same as Full Search option. A second consultant assists with reference calls.

#### **Finalist Selection/Pre-Interview:** One meeting

- \*\*Similar to Full Search option except One Source background checks are billed to the client.
- \*\*One pre-interview meeting is held with faculty/staff and community committees to develop interview questions and procedures.

#### **Interview Phase:** Consultants monitor by phone.

- \*\*Unlike the Full Search option, NRCSA consultants will not attend the Interview Day(s) but will be available by phone.
- \*\*Client asked to copy and distribute finalist materials and interview packets.
- \*\*Consultants available by phone to assist Board in selection process.

**Cost:** \$2,500 plus advertising costs & reimbursement for travel to meetings.

**Staff:** One NRCSA consultant plus assistance on reference checks and Finalist Selection meeting.

#### **Transition Phase:**

- \*\*Not offered.

#### **Warranty:**

- \*\*Not offered.



# Search Timeline

## **SAMPLE TIMELINE NRCSA SUPERINTENDENT SEARCH**

*(Note: The average process takes between 45 and 60 days)*

**Day 1 Initial planning meeting the Board or Board Committee**

**Day 3 Vacancy Announcement is widely distributed**

**Day 4 Ad submitted to the Omaha World-Herald**

**Day 7 Ad runs in the OWH**

**Day 14 Ad runs in the OWH**

**Day 17 Meet with Board, community, and staff committees to develop profiles, plan search activities**

**Day 21 Ad runs in the OWH**

**Day 26 Application Deadline**

**Day 36 Board selects finalists**

**Day 40 Pre-interview meeting with Board, staff and community committees**

**Day 43 Interviews**

**Day 45 Contract Issued**



## Sample Announcement of Vacancy

### SUPERINTENDENT

Deshler Public Schools

1402 Third St., Deshler, NE 68340

Website: <https://www.deshlerpublicschools.org>



County-District Code: 85-0060-000	Certified Staff	Enrollment
PK-6	11	140
7-12	18	114
<b>Total</b>	<b>29</b>	<b>254</b>

General Fund Budget 2019-20	Assessed Valuation	General Fund Levy	Other Levies
\$5,062,381	\$522,064,919	.62458	.029022

### DISTRICT PROFILE

STRENGTHS	KEY ISSUES
Financially sound; stable enrollment	Spending authority; reliance on property tax
Newly upgraded school and athletic facilities	Recruiting, maintaining high quality faculty and staff
Experienced, stable faculty and staff	Maintaining a strong, independent school district
Strong parental and community support	Changing school demographics

### BOARD OF EDUCATION

Brian Isernhagen, President  
Brendan Schardt, Member

Ryan Buescher, VP  
Maurice Schardt, Member

John Noojin, Secretary  
Andy Schmidt, Member

### Timeline

Application Deadline: **Thursday, Dec. 5, 2019**

Interview Date: **Saturday, Jan. 4**

Finalists Selected: **Thursday, Jan. 2, 2020**

Anticipated Hire Date: **Monday, Jan. 6**

Contract Begins: **July 1, 2020**

**APPLICATION PROCEDURE:** Go to [www.nrcsa.net](http://www.nrcsa.net) and download all application materials for this position. All materials (other than the authorizations page) are to be submitted electronically to NRCSA.

### APPLICATION GUIDELINES

- **Submit letter of application and resume**
- **Complete NRCSA application form**
- **Submit a transcript of all graduate studies that makes you eligible for this position**
- **Submit current Nebraska Certificate with endorsement for Superintendent or evidence of eligibility**
- **Submit three letters of recommendation**

#### NRCSA SUPERINTENDENT SEARCH SERVICE

Jack Moles, Executive Director  
455 South 11<sup>th</sup> Street, Suite B  
Lincoln, NE 68508  
[superintendentsearch@nrcsa.net](mailto:superintendentsearch@nrcsa.net)

#### CONSULTANT

Fred Helmink  
(402) 587-0440  
[fhelmink@gmail.com](mailto:fhelmink@gmail.com)

#### CONSULTANT

Jim Havelka  
(402) 620-1705  
[jhavelka@gpom.net](mailto:jhavelka@gpom.net)

Applicants are asked to not make direct contact with the Board of Education members. Once an application has been received, NRCSA and its consultants reserve the right to contact anyone concerning the applicant's prior job performance, including current employers. Interviews will be conducted pursuant to the Nebraska Open Meetings Law.

**STATEMENT OF NON-DISCRIMINATION** Applicants for admission and employment, students and employees of the District are hereby notified that this institution does not discriminate on the basis of race color, creed, religion, national origin, sex, age or handicap in admission or access to or treatment of employment in its programs and activities.



# Getting the Word Out for Franklin Public Schools

Finding top quality Superintendent candidates for Franklin Schools requires a broad advertising strategy that reaches both free and paid media.

**First**, NRCSA consultants actively recruit highly qualified candidates for your Superintendent Search through their **network of contacts** with college and university faculty and the alumni of Superintendent training programs such as UNL's Superintendent Academy and NCSA's Emerging Superintendent Workshops.

**Second**, NRCSA will distribute your Superintendent Vacancy Announcement through a variety of **free media sources**, including:

- NRCSA Website
- NRCSA Facebook Page
- NRCSA Twitter Page
- Teach In Nebraska
- Handshake (formerly Husker Hire)
- NCSA
- Schoolsuperintendentjobs.com
- E-mailed to all NRCSA member schools and ESU's
- E-mailed to all NRCSA Superintendents and ESU Administrators
- E-mailed to NRCSA Principals
- E-mailed to NRCSA-sized schools and ESU's that may not be members
- E-mailed to the Educational Administration Departments at Nebraska colleges and universities that prepare Principals and Superintendents.
- E-mailed to a vast number of colleges, universities, and organizations in neighboring states
- E-mailed to your consultants' networks of colleagues throughout the state and region.

**Third**, we help you devise a **paid media strategy**. Technology is always changing, but we believe that the Omaha-area market for Superintendent candidates is still vital and suggest advertising there. The key outlet is the **Omaha World-Herald** Sunday "Education" section and its daily **OWHJobs.com** on-line service. The cost of print ads varies by size and print/on-line combination discounts are available. Most of our clients have chosen a 3-week Sunday placement plus the on-line service, but it's your decision as to whether and how much to advertise. Here are some options:

- A 17-line descriptive ad (left below) for three Sundays and 30 days on-line costs approximately \$970.
- A 12-line print ad plus on-line for the same time period costs about \$765.
- A 9-line name only ad (below right) and on-line service for the three-week period costs about \$643.
- A 30-day on-line only ad costs \$405.
- NRCSA is currently negotiating with OWH for a lower cost multi-school ad.

## SUPERINTENDENT FRANKLIN PUBLIC SCHOOLS

South Central Nebraska district seeks exemplary  
leader

**Apply online at:**

[www.nrcsa.net](http://www.nrcsa.net)

**Deadline: TBD**

NRCSA Superintendent Search Service

## NRCSA SUPERINTENDENT SEARCH

FRANKLIN PUBLIC SCHOOLS

**Apply by: TBD**

**at: [www.nrcsa.net](http://www.nrcsa.net)**



## Engaging Franklin's Faculty, Staff, and Community

A Superintendent Search provides an opportunity for the Board to engage the school faculty and staff, community members, and students in setting the future direction of the school district. Giving these groups a voice in the selection of the new Superintendent sets a collaborative tone and builds support for the new leader. However, the hiring decision is ultimately the Board's and there are some pitfalls to stakeholder engagement that must be avoided. Here are some staff and community engagement options to consider:

(1) Community Meetings/Surveys. Some Boards choose to conduct structured community meetings or conduct online surveys to assist the Board in developing district and candidate profiles. Faculty and staff can also be surveyed or can have their input gathered in a structured meeting. Your NRCSA consultants can assist the Board with surveys or structured meetings if the Board chooses this option.

(2) Advisory Committees. An increasingly common method of stakeholder engagement in a Superintendent Search involves the creation of advisory committees to provide the Board with multiple perspectives. Typically, but not always, a faculty/staff committee and a community committee are created. These committees are designed to advise and assist the Board in making its decision, **BUT** not to make the decision. The Board must retain the sole responsibility for that. The Board needs to carefully determine the activities in which it wants to involve community and staff advisory committees and how extensive or limited their roles will be. Typical roles for community and staff committees include:

- Assist** the Board in developing the district and candidate profiles.

- Host** candidates for school/community tours. Students are sometimes also involved in this role, especially as greeters.

- Interview** candidates. A typical Superintendent interview process involves multiple rounds with each committee getting some time to ask questions. Your search consultants can assist in developing interview questions for the committees and in facilitating interview rounds.

- Provide** their thoughts to the Board about the candidates after interviewing. It is usually advisable to tell the committee not to rank the candidates or "pick a winner" since that impinges on the Board's role. However, the Board may want the committees to provide an analysis of the strengths and weaknesses of each candidate as they see them and to inform the Board of any disqualifying factors that they believe any of the candidates may have.

## **Engaging Franklin's Faculty, Staff, and Community (Continued)**

(3) Selecting a Community Advisory Committee. Selecting a Community Advisory Committee – if the Board determines one is appropriate -- is a key task for the Board. The Committee should reflect the community's demographic makeup and be designed so that a wide variety of voices from the community can be heard. Committees of 12 to 15 members are common.

(4) Selecting a Faculty/Staff Advisory Committee. If possible, selection of a Faculty/Staff Committee should be done by the Principals and staff leaders, assuming that the Principals are not candidates for the position. One method of selection is to ask the Principals to nominate three teachers each from the elementary and secondary school staff and allow the district's teacher association to nominate three at large. In Franklin this would generate nine faculty nominees. Your Principals and staff leaders can then nominate about six classified staff, generating a committee of about 15. The Principals do not participate on the Faculty/Staff Committee.

(5) Engaging Your Principals. (This section assumes that the Principals are not candidates for the Superintendent position.) The Principals should have an opportunity to meet with each of the Superintendent candidates during the interview process and to advise the Board independently of the Faculty/Staff and Community Committees. Often the Principals' session with the candidates is an informal discussion rather than a formal interview. Some districts have their Principals host school and community tours for the candidates or host a lunch or dinner session. Your NRCSA consultants can advise you on what arrangements have worked well in other districts.

(6) Engaging Students. Students are your school's most impressive asset -- make sure to get them out front to meet your prospective new Superintendent and his/her spouse. The most common role for students is to serve as hosts and hostesses, greeting candidates as they arrive, showing them to home rooms, etc.

Typically, the Board meets with spokespersons for each committee (usually two or three members) after the interview sessions are completed. Each committee should have a separate meeting with the Board. The Board President may ask for each spokesperson to provide an analysis of each candidate's strengths and weaknesses as the committee sees them, but discourage the ranking of candidates or expressing a preference for a particular candidate. The Board President should stress that the Board will carefully consider the committees' views, but that the Board must ultimately make the final decision on the selection of the new Superintendent.



# Successful Searches

## **2019-20 Search Season**

Cody-Kilgore Unified Schools, **Consultants:** *Jim Havelka & Robert Hanger*

**Contact:** Adam Naslund - (402) 389-1561

**Testimonial:** *“The NRCSA team was very thorough in their presentation of all the applicants.”*

*“They kept the board on time during a lengthy interview process. Through the entire search the consultants were pleasant and friendly to work with.”*

*“Nothing the search service did could be improved.”*

Deshler Public Schools, **Consultants:** *Jim Havelka & Fred Helmink*

**Contact:** Brian Isernhagen - (402) 768-3175

**Testimonial:** *“The consultants were very knowledgeable, personable, and ran a very organized search”*

*“Can’t imagine what kind of time we would have spent on this process if we tried to do it ourselves, and wouldn’t have had the kind of information provided to us.”*

Fillmore Central Public Schools, **Consultants:** *Cindy Huff & Dan Bird*

Maywood Public Schools, **Consultant:** *Cindy Huff*

**Contact:** Russ Gerlach - (308) 362-4223

**Testimonial:** *“The consultants found many worthy candidates for our superintendent position.”*

Osceola Public Schools, **Consultants:** *Fred Helmink & Dan Bird*

Stanton Community Schools, **Consultants:** *Jim Havelka & Dan Bird*

**Contact:** John Mandl - (402)-380-5698

**Testimonial:** *“The service was very efficient and the consultants were very helpful.”*

Stapleton Public Schools, **Consultant:** *Robin Stevens*

Sterling Public Schools, **Consultants:** *Fred Helmink & Robert Hanger*

## **2018-19 Search Season**

Bruning-Davenport Unified Schools, **Consultants:** *Fred Helmink & Max Kroger*

**Contact:** Mike Schroeder - (402)-364-3048

**Testimonial:** *“Provided us with a lot of good information on the candidates.”*

Northwest Public Schools, **Consultants:** *Robin Stevens & Dan Bird*

**Contact:** Dan Leiser - (308)-390-4517

**Testimonial:** *“Both were very professional and respectful.” “The consultants were able to answer many questions....”*

Potter-Dix Public Schools, **Consultants:** *Jim Havelka & Fred Helmink*

**Contact:** Tim Maas - (308) 249-0103

**Testimonial:** *“Easy to talk to.” “Very thorough, good communication.”*

## **2017-18 Search Season**

Johnson County Central Public Schools Interim, **Consultant:** *Jim Havelka*

**Contact:** Greg Hunzeker - (402) 699-4223

**Testimonial:** *“The communication with the Board of Education throughout the process was outstanding...” “This was a great experience for the Board of Education.”*

Laurel-Concord-Coleridge School, **Consultants:** *Alan Harms & Jim Havelka*

**Contact:** Steve Schutte - (402) 518-0111

**Testimonial:** *“Consultants were easy to communicate with. They were very thorough and answered all of our questions. We appreciated the vast experience the consultants brought to the process.”*

Loup City Public Schools, **Consultants:** *Jim Havelka & Robin Stevens*

**Contact:** Cindy Ericson - (308) 383-1756

**Testimonial:** *“Organized, knowledgeable, helpful, and flexible.” “Worked hard to meet our needs and made the process easy.”*

Maywood Public Schools, **Consultants:** *Cindy Huff & Robin Stevens*

**Contact:** Russ Gerlach - (308) 362-4223

**Testimonial:** *“The NRCSA consultants stayed with us through the entire process from start to finish and offered guidance and input whenever we asked for it.”*

Southern Valley Schools, **Consultants:** *Fred Helmink & Robin Stevens*

**Contact:** Bob Bergquist - (308) 868-2222

**Testimonial:** *“The Southern Valley School Board found the NRCSA process and consultants to be very professional, honest with a constant eye on integrity. We would not hesitate to use NRCSA Superintendent Search again.”*

## **2016-17 Search Season**

Litchfield Public Schools, **Consultants:** Max Kroger & Robin Stevens

**Contact:** Mitch Feldman - (308) 390-4656

**Testimonial:** *“NRCSA’s service and attention to detail make the daunting job of hiring for a superintendent position a structured and manageable task. They add a higher level of expertise and knowledge to the process in all areas that matter.”*

McPherson County Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** Bob Ryland - (308) 520-0046

**Testimonial:** *“Very Professional...Very impressed with the amount of information we received.”  
“Helpful, professional, and informative.”*

St. Edward Public Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** David Roberts - (402) 649-2223

**Testimonial:** *“NRCSA Consultants were: friendly, well organized, very personable, knowledgeable, and made it easy”*

Stapleton Public Schools, **Consultants:** Cindy Huff & Robin Stevens

**Contact:** Steve Schaeffer - (308) 636-2984

**Testimonial:** *“The Consultants were very professional and tried hard to find us a good fit. They were very easy to work with.”*

## **2015-16 Search Season**

### Cody-Kilgore Public Schools, Consultants: Cindy Huff & Robin Stevens

**Contact:** Adam Naslund - (402) 389-1561

**Testimonial:** *"The NRCSA team was very thorough in their presentation of all the applicants."*

*"They kept the board on time during a lengthy interview process. Through the entire search the consultants were pleasant and friendly to work with."*

*"Nothing the search service did could be improved."*

### Dorchester Public Schools, Consultants: Jim Havelka & Fred Helmink

**Contact:** Lindsey Zoubek - (402) 641-8823

**Testimonial:** *"The consultants answered all of our questions and had us very well prepared for the interviews. It seemed like the consultants did a lot of reference calls..."*

### Hitchcock County Schools, Consultants: Cindy Huff & Robin Stevens

**Contact:** Craig Scott - (308) 340-9592

**Testimonial:** *"Very organized, very knowledgeable."*

*"Made a potentially difficult process seem relatively easy."*

### Lakeview Community Schools, Consultants: Alan Harms & Jim Havelka

**Contact:** Keith Runge - (402) 564-8798

**Testimonial:** *"We greatly appreciate all the time and hard work put into doing the research on our District's needs, lining groups for interviews, prepping groups for the interview process, and making sure the Board had all the necessary information to make our decision."*

### Pleasanton Public Schools, Consultants: Jim Havelka & Cindy Huff

**Contact:** Wendy Kingston - (308) 440-1591

**Testimonial:** *"Very organized and professional" "A wealth of information and experience"*

### Wheeler Central Schools, Consultants: Alan Harms & Max Kroger

**Contact:** Susan Gehl - (308) 750-8016

**Testimonial:** *"The consultants were professional, supplied the board and committees with good thorough information, were organized, detailed, and gave the board good advice."*

*"The group was well organized and followed a timeline. The group was also very friendly and easy to work with."*

## **2014-15 Search Season**

### Arnold & Callaway Public Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** Duane Bowers (Arnold) - (308) 520-5768    Doug G'Schwind (Callaway) - (308) 870-1952

**Testimonial:** *"Very easy to work with. Very knowledgeable about small rural schools. The consultants work off each other well."*

*"Well organized and prepared for the meetings. Kept the board informed. Knew what to look for while searching. Lead meetings very well."*

### Franklin Public Schools, **Consultants:** Jim Havelka & Cindy Huff

**Contact:** John Siel - (308) 470-0671

**Testimonial:** *"The consultants did a great job, they are quality people that communicated well with the board. They were good listeners but injected good advice and counsel at key times..."*

### McPherson County Schools, **Consultants:** Alan Harms & Bill Kuester

**Contact:** Trent Neal - (308) 530-5493

**Testimonial:** *"Very Professional...Very impressed with the amount of information we received." "Helpful, professional, and informative."*

### Ravenna Public Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** Misti Fiddelke - (308) 627-7394

**Testimonial:** *"It was easy for the board, they did what they said they would do on schedule and brought excellent candidates to the board."*

### Wilcox-Hildreth Public Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** Jeff Loschen (308) 991-6398

**Testimonial:** *"The Board of Education enjoyed working with the Nebraska Rural Community Schools Association. The Board appreciated the fact that the association was very knowledgeable in the whole process."*

## **2013-14 Search Season**

Newman Grove Public Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** David Fowlkes - (402) 741-1551

**Testimonial:** *“Very courteous and professional, they (the consultants) took the time to do research and present applicants to select the ones to fit our needs. Everything was presented in a very professional manner. Very available to us.”*

Winside Public Schools, **Consultants:** Alan Harms & Jim Havelka

**Contact:** John Mangels - (402) 649-4649

**Testimonial:** *“We were very satisfied and impressed with the NRCSA Superintendent Search Service, Jim and Alan. They were very professional, courteous, and on point throughout the entire process. They were attentive to our requests and provided us with very accurate and thorough information on the candidates...We were very satisfied in the service they provided.”*



## Our Consultants



**Dan Bird** - Dan spent 35 years in education as a teacher, coach and school administrator, including 21 years as Superintendent at Burwell Public Schools, a long-time NRCSA member. Dan has devoted his career to making a difference in his student's lives.

**Contact Dan: (308)730-1876**  
**danbird1960@gmail.com**



**Robert Hanger** - Robert began his career in Sutton where for 19 years he taught social studies and coached. Rob then served as the Principal and Superintendent of schools in Chambers for five years and has served the past 10 years as Superintendent of Schools in Palmyra-Bennet. As a long time NRCSA member Rob has championed the cause of rural schools with a focus on student achievement.

**Contact Robert:**  
**rhanger80@gmail.com**



**Jim Havelka** - Jim spent 27 years as a Superintendent in NRCSA schools, including Rising City, Howells, Dodge, and North Bend. He's a past president of NRCSA and its 2009 Superintendent of the Year.

**Contact Jim: (402) 620-1705**  
**jhavelka@gpcom.net**



**Fred Helmink** - Fred spent 36 years as a teacher, coach, and administrator in a number of Nebraska schools including Norris, Geneva, Polk, Gothenburg, Beatrice, and his final 13 as the Fairbury superintendent. He is a past president of the NRCSA organization and was also served as chair of the NRCSA legislative committee.

**Contact Fred: (402) 587-0440**  
**fhelmink@gmail.com**



**Cynthia Huff** - Cindy spent 30 years as a teacher, coach, Principal and Superintendent in Nebraska rural schools, including Trenton, Culbertson, Stratton, and Wood River. She is a past Executive Board member of NRCSA and received the 2013 University of Nebraska at Kearney Leaders in Education and Service Award.

**Contact Cindy: (308) 340-5079**  
**carmanhuff@gmail.com**



**Robin Stevens** - Robin spent 40 years in education as a teacher, coach, and administrator, including 13 years as Superintendent of Schuyler Community Schools, a long-time NRCSA member. His experiences not only focus on rural schools, but also on cultural diversity.

**Contact Robin: (402) 615-4095**  
**robinrstevens@gmail.com**



## **NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION**

455 South 11th Street, Suite B  
Lincoln, NE 68508

### **AGREEMENT FOR SUPERINTENDENT SEARCH SERVICES:**

This agreement is entered into between the Nebraska Rural Community Schools Association (hereinafter “NRCSA”) and the Board of Education of Franklin Public Schools (hereinafter “the Board”).

### **TERMS OF AGREEMENT**

#### **I. Through its consultants, NRCSA will provide the Superintendent Search Services described below:**

##### **A. Planning Phase. NRCSA’s consultants will:**

1. Meet with the Board of Education to develop a comprehensive plan for the search process.
2. Develop a school district profile, which includes the district’s strengths and challenges.
3. Develop a candidate profile, which includes desired characteristics and expectations for the district’s Superintendent.
4. If desired by Board, develop a stakeholder engagement plan, which allows district staff and community members to participate in creating the district profile, assist in developing characteristics and expectations for the Superintendent, and/or participate in the interview process.
5. Identify initial elements of the Board’s proposed salary and benefit package for the new Superintendent and research Superintendent compensation packages in comparable districts.
6. Develop a vacancy notice, which includes community demographics, an overview of the school’s features and performance, desired characteristics and expectations for the Superintendent, and outlines application procedures.
7. Develop a timeline with key target dates for each step of the selection process.

**B. Recruiting and Screening Phase. NRCSA's consultants will:**

1. Distribute the vacancy notice to school districts, colleges, ESU's, professional organizations, and other sources of applicants.
2. Advertise in the Omaha World-Herald and/or other appropriate media.
3. Actively seek out candidates that meet the district's selection criteria.
4. Instruct candidates to complete a NRCSA application form and submit specified materials.
5. Compile applicant data including cover letter, application form, letters of reference, transcripts, etc.
6. Keep track of the status of each applicant.
7. Conduct initial reference checks on all applicants and more detailed reference checks on candidates being considered for recommendation as finalists.
8. Analyze each applicant's materials based on the district's candidate profile. Categorize candidates for Board consideration based on the extent to which they fit the district's candidate profile.

**C. Finalist Selection Phase. NRCSA's consultants will:**

1. Meet with the Board to review all applicants' files.
2. Prepare an applicant summary form for the Board which includes data for all applicants who have completed the application process. In addition, the application files of all candidates who have completed the process will be made available to the Board.
3. Make recommendations to the Board of potential finalists based on the results of the consultants' analysis of application materials and screening process.
4. Arrange for a qualified vendor, currently OneSource, to conduct background checks on finalists. NRCSA will arrange with the vendor to conduct a basic criminal background check (Check Plus level) and Department of Motor Vehicles check and provide a summary of the results to the Board.
5. Review comparable salary and benefit information with the Board.
6. If desired, share model Superintendent contract language with the Board for its consideration. However, an employment contract should be approved by the school district's attorney before being offered.

#### **D. Interview Phase. NRCSA's consultants will:**

1. Assist the Board in establishing interview and candidate visitation procedures.
2. In coordination with district staff, contact the finalists to schedule interviews.
3. Coordinate the interview day(s) with district staff.
4. Assist the Board, employee committee, and community committee in developing interview questions.
5. Review appropriate interview procedures, including avoiding questions that are illegal or inappropriate.
6. Work with the Board to establish a means to evaluate each candidate.
7. Establish a process for employee and community committees to submit appropriate input to the Board.
8. After the Board has made selection, contact non-selected candidates. Notify all applicants once the final selection is made.

#### **E. Transition Phase. NRCSA's consultants will:**

1. Meet with new Superintendent and Board to plan a successful transition.
2. Assist the new Superintendent in creating performance goals.
3. Coordinate with NRCSA to provide additional transition services, such as a Superintendent-Board Planning Workshop. These optional services are available for NRCSA members only.

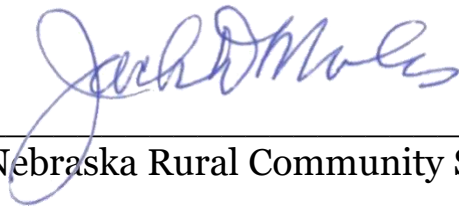
## **II. Fees and Expenses.**

- A.** Services listed in Phases A through E with the exception of additional transition services are included in the base fee of **\$5,250**.
- B.** Expenses reimbursable to NRCSA include all actual **vacancy advertising expenses** and consultant **travel expenses** to the district for profile meeting or meetings, finalist selection meeting, interviews, and transition services meetings. Travel expenses include mileage at the Nebraska DAS rate for one car from the location (average of both consultants' homes or NRCSA office) to the district, and lodging expenses expense for night meetings when distance or weather require overnight stays. No travel expense will be charged for the initial proposal meeting with the Board. Reimbursement for other unexpected expenses will only be sought with the approval of the Board.
- C.** Additional transition and/or planning services may be customized to the district's needs and a fee for such services, which are available to NRCSA members only, must be negotiated with the NRCSA Executive Director.
- D.** Payment to NRCSA will be in two installments: One-half of the base fee is due within 30 days after the agreement is signed; the remaining base fee and all expense reimbursement except those associated with transition services is due within 30 days of the hiring of the new Superintendent.

- III. Warranty.** NRCSA provides the following warranty of its services. If the new Superintendent resigns because of expressed dissatisfaction with the position, or if the new Superintendent is asked by the Board to resign after expressed dissatisfaction, or if the Board implements non-renewal procedures within the first **two years** of employment, NRCSA and consultants will conduct a new search for the resulting vacancy with payment limited to reimbursable expenses only. Declining to participate in the follow-up transition meeting will void the warranty.
- IV. Legal Services:** NRCSA's consultants will endeavor to render services **in** full compliance with applicable law but will not undertake to provide legal advice to the Board. The Board is encouraged to involve its legal counsel with respect to issues arising under the Nebraska Open Meetings Act, the Nebraska Public Records Act, and the Superintendent's contract.
- V. Non-Discrimination:** The Association and the Consultants shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights and equal opportunity employment in connection with all services rendered under the provisions of this Agreement. Neither the Association nor the Consultants shall discriminate against, or assist any client school district in discriminating against, any employee or applicant for employment because of his or her race, color, religion, sex, disability or national origin.
- VI. Signatures. In witness whereof the parties have signed and entered into this agreement.**

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

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Nebraska Rural Community Schools Association

7-8-20  
\_\_\_\_\_  
Date

**Franklin Public Schools  
Extracurricular Athletics and Activities  
Covid-19 Protocol**

No Contact Activities	Activities that can be done with physical distancing or individually with no sharing of equipment or the ability to clean the equipment between use by Athletes.		
	Covid Green	Covid Yellow	Covid Red
Cross Country	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> <li>• No sharing of towels, water bottles, or other equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Stay in small training groups as much as possible</li> <li>• Team members should have designated spaces for their personal belongings</li> <li>• Team members should maintain appropriate physical distance and wear face coverings whenever possible</li> <li>• No sharing of towels, water bottles, or other equipment</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices.</li> </ul>
Track and Field	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> <li>• No sharing of towels or water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Stay in small training groups as much as possible</li> <li>• Implements/equipment should be cleaned intermittently</li> <li>• Team members should have designated spaces for their personal belongings</li> <li>• Team members should maintain appropriate physical distance and wear face coverings whenever possible</li> <li>• No sharing of towels or water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>

<p style="text-align: center;"><b>Golf</b></p>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Implements/equipment should be cleaned intermittently</li> <li>• Team members should have designated spaces for their belongings</li> <li>• Team members should maintain appropriate physical distance and wear face coverings whenever possible</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>
<p style="text-align: center;"><b>Speech/One-Act/Quiz Bowl/FPS</b></p>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> <li>• Temperature checks will be taken prior to any outside the school day practices/meetings</li> <li>• No outside food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Meetings should be conducted virtually when possible</li> <li>• Groups/Scenes should be done with the same students</li> <li>• Team members should have designated spaces for their personal belongings</li> <li>• Team members should maintain appropriate physical distancing and wear face coverings whenever possible</li> <li>• Temperature checks will be taken prior to any outside the school day practices/meetings</li> <li>• No outside food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>
<p style="text-align: center;"><b>FFA/FCCLA</b></p>	<ul style="list-style-type: none"> <li>• Full meetings and competitions</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> <li>• Temperature checks will be taken prior to any outside the school day practices/meetings</li> <li>• No outside food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>• Full meetings and competitions</li> <li>• Meetings should be conducted virtually when possible</li> <li>• Groups should be done with the same students</li> <li>• Members should maintain appropriate physical distancing and wear face coverings whenever possible</li> </ul>	<ul style="list-style-type: none"> <li>• No in person meetings or competitions</li> <li>• Virtual ceremonies/competitions with approval of administration only</li> </ul>

		<ul style="list-style-type: none"> <li>• Temperature checks will be taken prior to any outside the school day meetings/competitions</li> <li>• No outside food or drinks</li> </ul>	
<b>Contact Activities (1)</b>	<b>(1) Activities that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants or intermittent close contact or group sports or sports that use equipment that can't be cleaned between participants</b>		
<b>Volleyball</b>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> <li>• Equipment, including balls, should be cleaned after practices and games</li> <li>• No sharing of towels or water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Stay in small training groups as much as possible</li> <li>• Equipment, including balls, should be cleaned intermittently during practices and games</li> <li>• Team members should have a designated space for their personal belongings</li> <li>• No sharing of towels or water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>
<b>Contact Activities (2)</b>	<b>(2) Activities that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants</b>		
<b>Football</b>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional on sidelines and during down times</li> <li>• Physical distancing when possible</li> <li>• Balls, tackling dummies, donuts, sleds, and other equipment should be cleaned after each practice and game</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Stay in small training groups as much as possible</li> <li>• Balls, tackling dummies, donuts, sleds, and other equipment should be cleaned intermittently during practices</li> <li>• Helmets, shoulder pads, etc. should be disinfected after each practice and game</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>

	<ul style="list-style-type: none"> <li>• Helmets, shoulder pads, practice clothing, etc. should be disinfected weekly</li> <li>• Football helmets and pads should only be worn by one individual and not shared</li> <li>• No sharing of towels, water bottles, or use of communal water fountain.</li> </ul>	<ul style="list-style-type: none"> <li>• Football helmets and pads should only be worn by one individual and not shared</li> <li>• Team members should have appropriate social distancing in the bench area</li> <li>• Team members should have designated spaces for their personal belongings</li> <li>• Team members should maintain appropriate physical distance and wear face coverings whenever possible</li> </ul>	
<p style="text-align: center;"><b>Wrestling</b></p>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional during down time, stretching, and other non-physical activities</li> <li>• Physical distancing when possible</li> <li>• Mats and head gear should be disinfected daily</li> <li>• Head gear should only be worn by one individual and not shared</li> <li>• No sharing of towels, water bottles, or other equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• When possible, conditioning should be done with appropriate physical distancing</li> <li>• Stay in small training groups and in the same area/mat</li> <li>• Head gear should be disinfected after each practice and match</li> <li>• Head gear should only be worn by one individual and not shared</li> <li>• Mats should be disinfected after each match and/or practice</li> <li>• Team members should have appropriate physical distancing on benches</li> <li>• Team members should have designated spaces for their personal belongings</li> <li>• Team members should maintain physical distance and wear face coverings whenever possible</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>

<p style="text-align: center;"><b>Basketball</b></p>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Face coverings optional during down time, stretching, and other non-physical activities</li> <li>• Physical distancing when possible</li> <li>• Balls and other equipment should be cleaned after each practice and game</li> <li>• No sharing of towels, water bottles, or other equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and competitions</li> <li>• Stay in small training groups as much as possible</li> <li>• Equipment, including balls, should be cleaned intermittently during practices and games</li> <li>• Team members should have designated spaces for their personal belongings</li> <li>• Team members should maintain appropriate physical distance and wear face coverings whenever possible</li> <li>• No sharing of towels, water bottles, or other equipment</li> </ul>	<ul style="list-style-type: none"> <li>• No in person competition or practices</li> </ul>
<p style="text-align: center;"><b>Cheerleading</b></p>	<ul style="list-style-type: none"> <li>• Full practices and performances</li> <li>• Face coverings optional during practice and performances</li> <li>• Physical distancing when possible</li> <li>• Equipment cleaned after each performance or at a minimum weekly</li> <li>• No sharing of towels, water bottles, or equipment</li> <li>• Temperature checks will be taken prior to any outside the school day practices/meetings</li> <li>• No outside food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>• Full practices and performances</li> <li>• Group must be appropriately physically distanced from one another and from the spectator section while leading crowd cheers</li> <li>• Limits on group size and performance may be imposed</li> <li>• Team members should maintain appropriate physical distancing in their designated cheer area</li> <li>• Team members should wear face coverings whenever possible</li> <li>• Temperature checks will be taken prior to any outside the school day practices/meetings</li> <li>• No outside food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>• No in person practices or performances</li> </ul>

**Franklin Public Schools  
Extracurricular Athletics and Activities  
Event Guidelines – Covid 19**

Essential Event Personnel			
	Covid Green	Covid Yellow	Covid Red
<b>Ticket Takers</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face covering and gloves optional</li> <li>• No passes will be sold at an event</li> </ul>	<ul style="list-style-type: none"> <li>• Required to wear face coverings and wear gloves</li> <li>• Increase point of sale locations to spread people apart (i.e. indoors have a gate person at the home and visiting side)</li> <li>• Whenever possible have line and spacing marking as visual space cues to prevent and spread people apart</li> <li>• No passes will be sold at an event</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<b>Score Table Personnel</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face covering and/or gloves optional</li> <li>• Physical distancing when possible</li> <li>• Score table will be moved to the home side</li> </ul>	<ul style="list-style-type: none"> <li>• Face covering required if required during the school day</li> <li>• Physical distancing when possible</li> <li>• Score table will be moved to the home side</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<b>Announcer</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face covering and/or gloves optional</li> </ul>	<ul style="list-style-type: none"> <li>• Announcer required to have face covering if required during the school day</li> <li>• Script will include protocols and expectations for those in attendance</li> <li>• Frequent reminders of protocols should occur throughout the event</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>

<b>Officials</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face covering and/or gloves optional</li> <li>• Electronic whistles may be used</li> </ul>	<ul style="list-style-type: none"> <li>• Wear face covering other than when working the contest if required during the school day</li> <li>• Symptom check upon arrival</li> <li>• Maintain physical distancing when possible</li> <li>• Electronic whistles may be used</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<b>Spectators and Teams</b>			
<b>Entrances/Exits</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face covering optional</li> <li>• Physical distancing when possible</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor - Face covering required if required during the school day</li> <li>• Outdoor – Face covering optional</li> <li>• Stage wall will be closed</li> <li>• Indoor - Admittance on fan side of the gym only</li> <li>• Indoor - Attempt to maintain physical distance upon entering and while seated in the gym</li> <li>• Outdoor – Visiting fans will be asked to park on the west road by the football field, and will only be admitted entrance on the visiting side</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face covering optional</li> <li>• Physical distancing when possible</li> <li>• Must meet the current DHM requirement (i.e. 50% capacity etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor - Face covering required if required during the school day</li> <li>• Outdoor – Face covering optional</li> <li>• Stage will be open to students, elderly, and disabled only (Stage wall will be closed)</li> <li>• Spectator capacity will follow the recommended DHM</li> <li>• Cheer and marching band can attend and perform within the parameters established for their group</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>

		<ul style="list-style-type: none"> <li>• Family groups may sit together in less than the required physical distance, but six feet of distance should exist between groups</li> <li>• Must meet the current DHM requirement</li> </ul>	
Concessions	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Workers required to wash their hands before putting on gloves</li> <li>• Face covering and gloves required for all workers</li> <li>• No eating in the concession stand area</li> <li>• Required cleaning upon completion of the running of the concession stand</li> <li>• Whenever possible, practice physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Workers required to wash their hands before putting on gloves</li> <li>• Face covering and gloves required for all workers</li> <li>• No eating in the concession stand area</li> <li>• Indoor – Home and visitor concession stand will be set up</li> <li>• Worker groups should have a specific list of workers and times and limited to a group size appropriate for the working area for physical distancing</li> <li>• Whenever possible, practice physical distancing</li> <li>• Staff must serve food directly to customers and remove self-serve condiment stations. No communal condiments and hand individual condiment packets to customers upon request</li> <li>• Clean and disinfect high touch surfaces regularly while spectators are present</li> <li>• Required cleaning and take down of both concession areas upon completion of the event.</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
Cleaning and Disinfecting	<ul style="list-style-type: none"> <li>• Normal</li> </ul>	<ul style="list-style-type: none"> <li>• Custodial staff will do routine cleaning and disinfecting of facilities and high-touch surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>

		<ul style="list-style-type: none"> <li>• Locker rooms will be cleaned between groups using</li> <li>• Athletic equipment will need to be wiped down daily – Coaches and athletes can help by cleaning equipment</li> <li>• Clean balls when it is possible during contests – utilize opportunities during stopped or transition play periods</li> <li>• Cleaning materials and hand sanitizer will be provided by the district</li> </ul>	
Locker Rooms	<ul style="list-style-type: none"> <li>• Normal</li> <li>• PE students will take their clothes home daily</li> <li>• All athletes personal belongings need to be stored in their lockers at all times and not left out</li> <li>• Will not be accessible during the school day with the exception of PE classes</li> <li>• Will be fully cleaned and disinfected daily</li> </ul>	<ul style="list-style-type: none"> <li>• Available for use maintaining physical distancing within the locker room space as much as possible</li> <li>• If necessary, change in small group waves to limit congregating and maintain distancing</li> <li>• Increase physical distancing, use larger spaces, smaller groups, and meet for shorter periods of time whenever possible</li> <li>• Practice good hygiene and hand washing while in these spaces</li> <li>• Locker rooms should be cleaned between group use</li> <li>• Clothing and towels should NOT be shared</li> <li>• Clothing and towels should be washed daily</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
Team Benches (Indoor)	<ul style="list-style-type: none"> <li>• Will be moved to the home side</li> <li>• Will be sectioned off to create a</li> </ul>	<ul style="list-style-type: none"> <li>• Will be moved to the home side</li> <li>• Will be sectioned off to create a team area of a minimum of six rows of bleachers</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>

	<p>team area of a minimum of four rows of benches high</p> <ul style="list-style-type: none"> <li>• Face coverings are optional while in the bench area</li> <li>• Water bottles and towels will not be shared</li> <li>• Volleyball – teams will not switch sides</li> <li>• Bench areas will be disinfected after each game</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings will be required for all bench personnel if required during the school day</li> <li>• Water bottles and towels will not be shared</li> <li>• Individual water bottles, and other equipment should be placed at an assigned location for each athlete</li> <li>• Only those players and coaches that are on the team currently participating will be allowed in the bench area, all other personnel will need to be in rows 5-6 (i.e. student managers and JV players)</li> <li>• Physical distancing should be used to separate players in rows 1-2 (i.e. only those on the roster in the book)</li> <li>• Volleyball – teams will not switch sides</li> <li>• Bench areas will be disinfected after each game</li> </ul>	
<p><b>Huddles and Handshakes</b></p>	<ul style="list-style-type: none"> <li>• Normal only when DHM's have been lifted</li> <li>• No Pre-Post game handshakes</li> <li>• Team huddles allowed but limited</li> </ul>	<ul style="list-style-type: none"> <li>• No pre or post game handshakes</li> <li>• Team huddles while a necessary component of the game, should be limited to those currently in the contest and time should be set to a minimum.</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<p><b>Hydration</b></p>	<ul style="list-style-type: none"> <li>• Normal only when DHM's have been lifted</li> <li>• No shared water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• Individual water bottles with daily cleaning</li> <li>• Coolers with disposable cups – can use as a water refill station, have hand sanitizer available to clean hands prior to refilling</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>

		<ul style="list-style-type: none"> <li>• Trough systems allowed, no water tankers with hand held hoses or dispensers</li> </ul>	
Transportation	<ul style="list-style-type: none"> <li>• Normal only when DHM's have been lifted</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> </ul>	<ul style="list-style-type: none"> <li>• Students and staff will wear face coverings while being transported if it is required during the school day</li> <li>• Students will have assigned seats on the bus and the plan will limit seating to 2 students per seat</li> <li>• Households will be seated together</li> <li>• Windows will be down as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
Over Night Stay	<ul style="list-style-type: none"> <li>• Normal</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative approval required</li> <li>• More guidelines will come as this arises</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<b>Support Groups</b>			
FAST Club	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> </ul>	<ul style="list-style-type: none"> <li>• No in-person events until further notice (i.e. pop shoots, fan gear booths, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
Pep Band	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Physical distancing when possible</li> <li>• Face coverings optional during non-playing time</li> </ul>	<ul style="list-style-type: none"> <li>• Follow NDE Music Parameters</li> <li>• If face coverings are required during the school day then no pep band during events</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
Student Sections/Cheerleading	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings required if required during the school day</li> <li>• Cheer squads of no more than four allowed on the floor</li> <li>• Student section must meet the physical distancing requirements</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>

<p><b>Parent Meetings</b></p>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings required if required during the school day</li> <li>• Physical distancing when possible</li> <li>• May be held virtually or pre-recorded and shared out (only if leaning closer to the red)</li> </ul>	<ul style="list-style-type: none"> <li>• No events</li> </ul>
<p><b>Teammates</b></p>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Face coverings optional</li> <li>• Physical distancing when possible</li> <li>• Must follow Teammates rules and regulations</li> <li>• Must follow all school and event protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings required if required during the school day</li> <li>• Physical distancing when possible</li> <li>• Must follow Teammates rules and regulations</li> <li>• No external events allowed if any of the school day is being done virtually</li> <li>• No game events (i.e. recognition night, or appreciation night) allowed if any of the school day is being done virtually</li> <li>• Temperature checks will be taken prior to any outside the school day meetings (for students)</li> <li>• Symptom checks must be done by adults prior to meeting with or working with students</li> <li>• Must follow all school and event protocols</li> </ul>	<ul style="list-style-type: none"> <li>• No Events</li> </ul>



## **2020 NSAA Fall Season Guidelines**

Circumstances related to the COVID-19 pandemic are constantly changing and the circumstances vary from community to community. Difficult decisions will have to be made from week to week or even day to day. The safety and well-being of the participants and spectators is and always will be the primary consideration as we provide opportunities to participate in the fall sports season.

Each school has the authority to determine if it will participate in the 2020 Fall Season. During the season it will be the responsibility of the host school to provide administrative oversight in compliance with established COVID-19 guidelines in accordance with their local health departments and facilities. **Prior to any contest, the host school administration will be required to notify the visiting school administration of their established protocols.** The visiting team and spectators will be expected to adhere to all protocols established by the host school.

The host school should make every effort to mitigate risk and provide adequate opportunities for physical distancing procedures for the opposing team, officials, and all spectators.

This may include but is not limited to:

- Restricting attendance / seating areas
- Separate points of entry for home and visitor teams / spectators
- No concession stands or separate/multiple concession stands for home and visitor spectators
- Separate / multiple restrooms for home and visitor spectators
- Adequate locker room space / outdoor space for the opposing team
- Adequate locker room space / outdoor space for the officials
- Encouraging / requiring spectators to wear face coverings
- Implementing diligent and effective cleaning and disinfecting of frequently touched objects and surfaces

If a school has a player test positive for COVID-19, they will contact their County Health Department regarding a course of action.

It is recommended that players, coaches, and spectators have their temperatures checked at home or at the school prior to participating in or attending practices and games. Any individual with a temperature of 100.4 or above should not participate in or attend practices or games.

During practice, coaches should make accommodations for physical distancing whenever possible. Provide adequate spacing when participating in stretching, instructional time and drills. Conduct workouts in small groups whenever possible.

During competition, the sideline/bench/team areas should be restricted to essential personnel only. This includes players, coaches, team trainers, team managers, game officials, statisticians, and media.

Coaches, officials, and players should be cognizant of physical distancing guidelines when interacting during the game.

Pregame and postgame interactions between opposing coaches and players should adhere to physical distancing guidelines.

**Schools are encouraged to play their regularly scheduled competitions unless a COVID-19 issue prevents them from playing. Member schools shall be solely responsible for determining whether a scheduled game, match, contest, or other activity is cancelled or postponed due to a COVID-19 related issue in consultation with their local health departments. Member schools shall notify the NSAA of any cancellation or postponement.**



## **2020 NSAA Football COVID-19 MODIFICATIONS**

### **NSAA APPROVED RULINGS**

- Practice may begin on Monday, August 10<sup>th</sup>
  - First contests may begin on Thursday, August 27<sup>th</sup>
- Schools with week zero games may begin practice on Wednesday, August 5<sup>th</sup>
  - Games will be played on Friday, August 21<sup>st</sup>
- Adjustments to the regular season and post season will be considered and implemented if deemed necessary.
- Schools will notify the NSAA of any game cancellations within twenty-four hours of the decision.
- Schools are solely responsible for determining whether a scheduled game is cancelled due to a COVID-19 related issue in consultation with their local health departments.
- The NSAA will maintain an up-to-date list of schools with open dates and replacement games on the NSAA website.
- Regularly scheduled games cancelled due to COVID-19 related issues will be counted as a “No-Contest”
  - Forfeits will not be issued
  - Wildcard points will not be awarded
- Schools have the authority to schedule a replacement game if another school is available
  - Only the results of regularly scheduled games scheduled prior to the start of the season will be used to calculate wildcard points

### **NFHS GAME PROTOCOLS**

- Schools are encouraged to use 5-man officiating crews whenever possible at regularly scheduled varsity games. If a 5-man crew is not available, the game may be played with any number of officials upon mutual agreement of the opposing coaches. All regularly scheduled varsity games must use NSAA registered officials.
- If a replacement game is scheduled, any number of officials may be used upon mutual agreement of the opposing coaches. The use of NSAA registered officials is recommended. The use of non-registered officials is permitted.
- Players, coaches, officials, and all game administration should sanitize their hands before, during and after the game
- Face coverings are permissible for officials, coaches, players, staff, and game administration
- Team box may be extended to the 10-yard line (PLAYERS ONLY)
- Players should maintain physical distancing on the sideline whenever possible
- Players should not share towels, water bottles or other equipment
- The ball should be cleaned/sanitized periodically throughout the contest
- Plastic shields covering the entire face are prohibited
- “Splash Guards” that are integrated into the face mask, attached to the helmet and are completely clear are permitted
- A single charged time-out may be extended to a maximum of two minutes
- The authorized conference for the charged time-out should take place between the 9-yard marks and not at the sideline for physical distancing purposes. More than one coach is allowed in the conference and technology can be used.
- Intermission may be extended to a maximum of two minutes:
  - Between the first and second periods
  - Between the third and fourth periods
  - Following a PAT, successful field goal or safety prior to the succeeding free kick
- Electronic whistles are permitted but not mandatory
- Pregame Responsibilities and Coin Toss
  - Coin Toss
    - Limit participants to the Referee, Umpire and one designee from each team
    - Move to an area to maintain physical distance
  - Maintain physical distance while performing all pregame duties and when communicating with crew members, coaches, players, game administration, chain crew, clock operators and ball holders
- Postgame
  - No shaking hands



## **2020 NSAA Volleyball COVID-19 Modifications**

### **NSAA Approved Rulings:**

1. Extend the deadline to submit varsity schedules to the NSAA from August 21<sup>st</sup> to August 27<sup>th</sup>.
2. Matches canceled due to COVID-19 will be considered a “no contest.”
  - a. Wild card points will not be awarded for “no contest” matches.
  - b. Forfeits will not be issued for “no contest” matches.
3. Replacement matches (not originally scheduled) may be scheduled at any time.
  - a. Wild card points will not be awarded.
  - b. Contest limits/competition points may not be exceeded.

### **NFHS Match Protocols:**

1. Face coverings are permissible for athletes, coaches, officials, game administration, and spectators.
2. Officials are permitted to use electronic whistles.
3. Score table is limited to essential personnel only.
  - a. Scorekeeper, clock operator, libero tracker, announcer if using
  - b. Maintain social distancing
4. Pre- match and post-match handshake protocols are prohibited.
5. Not switching team benches/courts between sets is permissible.



## 2020 NSAA Softball COVID-19 Rules Modifications & Considerations

- All NSAA member schools must follow their local [Directed Health Measures](#).
- Schools that are in Phase 3 must follow the [DHHS Sports Reopening Guidelines](#) and it is recommended that schools in Phase 4 do the same to create continuity and consistency.
- The host administration must pre-communicate local protocols and activity requirements to participating school(s).

### NSAA Approved Rulings:

#### Schedules

1. The deadline to submit varsity schedules to the NSAA has been extended to August 20<sup>th</sup>.
2. Regular season games that are canceled due to COVID-19 will be considered a “no-contest.”
  - a. Wild card points will not be awarded for “no-contest” games.
  - b. Forfeits will not be issued for “no-contest” games.
3. Replacement games (not originally scheduled) may be scheduled at any time.
  - a. Wild card points will not be awarded.
  - b. Contest limitations may not be exceeded.

### NFHS Softball Rules Modifications:

**Face Shields (1-7-1, 1-8-4)** - Per guidance from the NFHS Sports Medicine Advisory Committee, plastic shields covering the entire face (**unless integrated into the face mask and attached to a helmet and clear without the presence of any tint**) shall not be allowed during contests. Their use during practices increases the risk of unintended injury to the person wearing the shield or to teammates.

**Facial Coverings/Additional Equipment (1-8):** Cloth facial coverings are recommended but not required. Facial coverings must be of one color, not distracting and have no designs. Pitchers cannot wear optic yellow cloth facial coverings.

**Pregame Conference (2-14-2):** Limit attendees to one coach from each team plus the umpires. Coaches should stay outside the width of the batter’s box at home plate, maintaining 6 feet of distance between each person.

**Substitutions: (3-3-3):** The verbal exchange should occur 6 feet from the coach to scorer and opposing team when making lineup changes.

**Foul Balls/Coaching (3-5-1 NOTE):** Umpires do not handle equipment on the field during play.

Contact with the game balls should be as limited as possible. During competition, foul balls should be retrieved by personnel from the defensive team. Simultaneously a new ball should be thrown into game play from the defensive team's dugout.

**Coaching (3-5-3, 3-6-14):** Coaches who wish to discuss a rule or a ruling on the field must maintain at least 6 feet of distance from the umpire.

**Coaching (3-5-2):** Base coaches must stay 6 feet from a runner at all times after suspension of play.

**Bench and Field Conduct (3-6-6):** Players are not permitted to leave the dugout area to congratulate players when scoring or after home runs. The number of individuals in the dugout is dependent on the size of dugout. Players and coaches should maintain 6 feet of social distance. NFHS rules allow for dugouts/designated warm-up areas to be extended to provide for social distancing. The dugout extension should be outside of the field.

**Charged Conferences (3-7-1, 3-7-2, 3-7-3):** Coaches holding defensive conferences must stay on the home plate side of the pitcher's circle, and the player or players must be on the opposite side of the pitcher's circle maintaining 6 feet of distance. No more than two players plus the pitcher are allowed. Only one coach is permitted during the conference. If a coach visits the pitcher, all other players should stay outside the pitching circle.

**Exchange of Lineup Cards (4-2-1b):** Lineups should be handed to the umpire, and the umpire will verbally approve or ask any questions about the lineup. It is recommended that lineup cards be exchanged team to team and teams to scorekeeper to be shared via photo or text.

**Infractions by the Pitcher (6-2-2):** Pitchers are not allowed to put their hands to their mouths or blow into their hands prior to pitching the ball. This will be a "no pitch." Any umpire is permitted to make this call. The ball should be called dead immediately and it will be a "no pitch." The ball should be put in the dugout for cleaning, and the pitcher should sanitize hands before play continues.

**Plate Umpire (10-2-1):** The plate umpire should stand deeper than normal to call balls and strikes.

**Equipment and Apparel (10-4-2):** Cloth facial coverings are recommended but not required. The masks must be of one color, not distracting and have no designs. The umpire may wear disposable gloves and masks.

### **Softball Umpires Manual Modifications**

**Mechanics Sections 3, 4b and c:** Base umpires should maintain 6 feet of distance from any player as a starting position when rotated and/or counter-rotated.

**Section 2E:** The catcher and batter should be 6 feet apart when the umpire is dusting off the plate.

Considerations for Umpires:

1. Consider facility size and spacing within umpire dressing rooms. They should be cleaned and sanitized.
2. If umpires must enter the field through the dugout, the dugout should be empty with no players/coaches/team personnel.

Further Softball Considerations:

1. Players should use their own equipment (e.g. gloves, helmets and bats) as much as possible.
2. Offensive helmets do not need to match.
3. Postgame shaking of hands is suspended.
4. Limit the number of non-essential personnel who are in the press box throughout games.
5. Coaches are responsible for ensuring social/physical distancing is maintained between players as much



## **2020 NSAA Cross Country COVID-19 Rules Modifications & Considerations**

Areas of identified risk include start & finish areas. Below describes the possibility to help manage these risks:

### **Start**

- Teams may be called to the start line 5 minutes prior to start to minimize duration in close proximity. Cross country meets could also consider using staggered, wave or interval starts when necessary.
- If possible provide an empty starting box of 6 feet between each team.

### **Finish**

- Consider using finish corrals and FAT timing for larger meets as it is easier to distance at finish. Chip timing at championship meets eliminates any need for contact at the finish.
- With no FAT timing system consider alternative means of finish place and time to address congestion at finish line.
- Finish area should be designed structurally and with staff to keep finishers moving in a direction directly back to the team camps immediately.
- The area beyond the finish should be large enough to allow athletes to keep moving
- Consider using image-based equipment at finish to assist with picking place to avoid congestion.

### **Prerace and Postrace Ceremony**

- Establish cross country specific social distancing meet protocols including the elimination of handshakes before and after.
- It is recommended to not have award ceremonies

### **Possible NFHS Rule Modifications:**

- 8-1-3a: Consider widening the course to at least 6 feet at its narrowest point.

### **NSAA approved changes for 2020**

Class A cross country districts will be at 2 sites for the 2020 season. The NSAA will follow the previous format to determine seeding for districts.



## **2020 NSAA Girls Golf COVID-19 Rules Modifications & Considerations**

### **Equipment/Facility:**

- Driving range is to be determined by golf course.
- Much of the facility information will come from the golf course.
- If bad weather occurs it is recommended that all should return to their vehicles rather than the clubhouse.
- It is recommended to not have award ceremonies.

### **Contest warm up:**

- Driving range regulations determined by golf course.
- Consider having a rotation of use to limit number on the range at one time and putting green.

### **Competition:**

- Communicate the details of the event prior to the day of the event. This way schools can plan their arrival and competition with minimal gatherings to discuss the event details.

**Practice Areas** - The policies below for the practice range and putting/chipping green(s) allows for players to practice prior to their start time on a limited basis. All players should have equal opportunity to practice before their round if the following are adhered to.

- **Practice Range**
  - Limitations to the number of players that may be on the range will be site specific based on the size of the range and the number of stations available using 6' social distancing.
  - Players only allowed on the practice range.
  - Players can be limited to only one bag of balls (approximately 50 balls) to hit on the range.
- **Putting/Chipping Greens**
  - Limitations to the number of players that may be on the practice putting green and/or chipping green will be site specific based on the size of the greens.
  - Players only allowed on or around the greens.
  - Players should be quick and efficient with their practice to ensure all players get time on the greens.

**Starting Areas** - Players should arrive at their assigned tee no more than 5 min before their assigned starting time.

- **Scoring** –
  - Digital scoring may be used when available.

- Scorecards should be distributed to each player. Scorecards will not be exchanged or require signatures.
- Upon completion of the round players will enter the designated scoring area to review and verify their scores verbally with the scoring official.

#### **GOLF COURSE SET-UP & RULES OF GOLF MODIFICATIONS**

- **Bunkers** - Limited number of bunker rakes could be available on the golf course.
  - Ball will be played as it lies in the bunker.
  - If a player feels their ball is in an abnormal ground condition they can ask for relief from a member of the Committee. If granted, the relief procedure will be followed as stated in the Rules of Golf.
- **Flagstick** - Attending and removal of flagsticks is permitted if allowed by the facility.
  - It is recommended that the player that removed the flagstick be the one to replace it.
- **Returned Scorecard** - A scorecard will be deemed returned when the player has verbally verified their hole-by-hole scores with their marker and the scoring official and left the designated scoring area.

#### **NSAA Championships and District Contests.**

- Scoring monitors will not be used at district and state championships.

#### **NSAA Board approved changes**

Schedules for Class A are now due August 20<sup>th</sup>.

Schools in Class A can replace a meet or tournament that is missed. Schools cannot exceed the individual contest limit. Meets or tournaments that are replacement meets or tournaments will not count towards an individual or team differential. Note: This does not refer to meets or tournaments that are rescheduled.



## **2020 NSAA Boys Tennis COVID-19 Modifications**

### **NSAA MATCH MODIFICATIONS**

- Face coverings are permissible for coaches, spectators, and athletes (when not playing a match)
- Pre-Match and post-match handshakes are prohibited
- Use new balls for each match when possible
- Players should use opposite sides of the court to change sides or stay on your side of court
- Remain apart from other players when taking a break
- Individuals should use the same bench for every break
- Leave the court as soon as reasonably possible

### **PRE & POST MATCH PROTOCOLS**

- Wash your hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the court.
- Consider having each player carry their own hand sanitizer in their bag
- Clean and wipe down your equipment, including racquets and water bottles. Do not share racquets or any other equipment such as wristbands, grips, hats, and towels.
- Use your racquet/foot to pick up balls and hit them to your opponent. Avoid using your hands to pick up the balls.
- If a ball from another court comes to you, send it back with a kick or with your racquet.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- Try to stay at least six feet apart from other players not on your team.
- Avoid touching court gates, fences, benches, etc. if you can.
- Each respective team should have a designated area for teammates not playing that allows for social distancing from other teams
- Do not use the locker room or changing area. Shower at home.