

Board of Education Rescheduled Regular Meeting

Santee Community School Library

Wednesday, March 3, 2021 @ 5:00 PM Central

Isanti Community School

Stacy Johnson: Present

Steve Moose: Present

Don Pike: Present

LindaRae Starlin: Present

Lizzie Swalley: Present

Dewayne Wabasha: Present

Present: 6.

I. CALL THE MEETING TO ORDER - ROLL CALL

It was moved by Don Pike and seconded by Stacy Johnson to to excuse LindaRae Starliin from the meeting.

Roll call vote: Passed

LindaRae Starlin: Absent, Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 0, Absent: 1

II. PUBLIC COMMENT ON AGENDA ITEMS

Kristine Flyinghawk talked on keeping the Business Program is concerned about having only two CTE programs feels that it isn't enough. Feels the programs are

important for the life skills of the students of the district. Stated the CTE was part of the school improvement program. Created a pathways program that was helping the students, there is a PRESI presentation that outlines the Pathways Programs. Feels we can partner with businesses in the community. Concerned about staff turnover with an Industrial Technology Teacher.

Alonzo Denny: Speaking on the importance of the business program. Helped create a work study program, feels it is important for students to learn how to write resumes and feel like the business program is doing a great job.

III. BUSINESS AFFAIRS - CONSENT AGENDA

It was moved by Dewayne Wabasha and seconded by Don Pike to approve the Consent Agenda as presented.

Roll call vote: Passed

LindaRae Starlin: Absent, Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 0, Absent: 1

III.A. Approve minutes of the February 10, 2021 regular board meeting

III.B. Treasurer Report-Approve BOE Payables of \$66,668.32

IV. REPORTS

IV.A. Superintendent

Present: Stacy Johnson, Steve Moose, Don Pike, LindaRae Starlin, Lizzie Swalley, Dewayne Wabasha. Present: 6.

IV.A.1. National Indian Education Association Convention and Trade Show

IV.A.2. Progress Plan Update

IV.A.3. Principal

V. ACTION ITEMS

V.A. Certification of Payment for Building Project

It was moved by Lizzie Swalley and seconded by LindaRae Starlin to approve contract for 2/22/2021 a sum of \$197,940.30.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 6, Nay: 0

V.B. Guardian Services - Security Estimate for New Building

It was moved by Dewayne Wabasha and seconded by Don Pike to approve the quote from Guardian Services for \$18,594.04..

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 6, Nay: 0

V.C. Dakota Computing Estimate for New Building Addition-Network Project

It was moved by Stacy Johnson and seconded by Lizzie Swalley to approve the quote from Dakota Computing for \$10,115.69..

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 6, Nay: 0

V.D. Electronic Sound Inc. Quote for New Addition-Renovation
(Speakers and Bells System)

It was moved by Lizzie Swalley and seconded by Stacy Johnson to approve the quote from Electronic Sound inc. for \$12,200..

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 6, Nay: 0

V.E. Industrial Technology Program

It was moved by Don Pike and seconded by Dewayne Wabasha to to add 1 FTE Industrial Arts curriculum to the Isanti Community School curricular program.

Roll call vote: Passed

Stacy Johnson: Nay, Lizzie Swalley: Nay, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Dewayne Wabasha: Yea

Yea: 4, Nay: 2

Stacy Johnson: Nay, Lizzie Swalley: Nay

V.F. Add 1 FTE School Psychologist

It was moved by Lizzie Swalley and seconded by Stacy Johnson to add 1 FTE school psychologist.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 6, Nay: 0

V.G. Larry Baker Compensation for Interim Superintendent Work

It was moved by Lizzie Swalley and seconded by Dewayne Wabasha to to compensate Mr. Larry Baker for the work done as interim superintendent for the months of September 2020 through December 2020 a sum of \$11,067..

Roll call vote: Failed

Stacy Johnson: Nay, Steve Moose: Nay, LindaRae Starlin: Nay, Lizzie Swalley: Nay, Don Pike: Yea, Dewayne Wabasha: Yea

Yea: 2, Nay: 4

Don Pike: Yea, Dewayne Wabasha: Yea

V.H. MEETING TIMES

It was moved by Don Pike and seconded by Stacy Johnson to move regular board meetings to the first Wednesday of the month at 5:00 PM.

Roll call vote: Withdrawn

V.I. Master Contract Between Isanti Community Schools and Isanti Teacher Association

It was moved by Stacy Johnson and seconded by Dewayne Wabasha to approve the Master Contract between Isanti Community Schools and Isanti Teacher Association as presented.

Roll call vote: Passed

Lizzie Swalley: Nay, Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 1

Lizzie Swalley: Nay

VI. DISCUSSION ITEMS

VI.A. Reduction of the Business Program

Kim Nelson presentation on the business program.

VI.B. Reduction Agricultural Program

VI.C. Spring Break

VII. COMING EVENTS

VIII. ADJOURN

It was moved by Stacy Johnson and seconded by Lizzie Swalley to to adjourn.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea,
Lizzie Swalley: Yea, Dewayne Wabasha: Yea

Yea: 6, Nay: 0

IX. SPRING BREAK

Board of Education Rescheduled Regular Meeting

Santee Community School Library

Wednesday, February 10, 2021 @ 5:00 PM
Central

Santee Community School

Stacy Johnson: Present
Steve Moose: Present
Don Pike: Present
LindaRae Starlin: Present
Lizzie Swalley: Present
Dewayne Wabasha: Present
Present: 6.

I. OPENING THE MEETING

I.A. CALL TO ORDER

I.B. NEBRASKA'S OPEN MEETING ACT

I.C. ROLL CALL

Present: Stacy Johnson, Steve Moose, Don Pike, LindaRae Starlin, Lizzie Swalley, Dewayne Wabasha. Present: 6.

II. PUBLIC COMMENT ON AGENDA ITEMS

III. APPROVAL OF AGENDA

IV. APPROVAL OF CONSENT AGENDA

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

It was moved by Stacy Johnson and seconded by Dewayne Wabasha to approve consent agenda as presented.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

IV.A. Approve monthly financial report

IV.B. Approve minutes of the January 12, 2021 meeting of the board

IV.C. Certified/classified Hire(s)/Reassignment(s)/Resignation(s)

IV.C.1. Approve Resignation of Sarah Ihrig.

It was moved by Dewayne Wabasha and seconded by Stacy Johnson to accept resignation of Sarah Ihrig.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

IV.C.2. Approve the hiring of Wade Adler as Business Manager with a salary of \$2308 per pay period and with district offered fringe benefits.

It was moved by Lizzie Swalley and seconded by Stacy Johnson to approve hiring of Wade Adler.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

IV.C.3. Approve Resignation of Joan Stewart

It was moved by Dewayne Wabasha and seconded by LindaRae Starlin to accept resignation of Joan Stewart.

Roll call vote: Passed

Don Pike: Nay, Dewayne Wabasha: Nay, Stacy Johnson: Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea
Yea: 4, Nay: 2
Don Pike: Nay, Dewayne Wabasha: Nay

V. ACTION AND DISCUSSION ITEMS

V.A. Approve Training for the Business Office.

It was moved by Lizzie Swalley and seconded by Dewayne Wabasha to to approve training from Harris School Solutions for 5 days of training for business department for \$6,750.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

V.B. Certification of Payment for Building Project

It was moved by Stacy Johnson and seconded by LindaRae Starlin to the payment of \$155,785.72 to RaDec Construction for the contract date 01/25/2021.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

V.C. Beyond School Bells Summer School Grant

It was moved by Don Pike and seconded by Lizzie Swalley to to approve a summer school after school grant from Beyond School Bells for a sum of \$50,000.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

V.D. 2021-2022 ESU 1 Contract

It was moved by Lizzie Swalley and seconded by LindaRae Starlin to approve ESU 1 contract for a sum of \$251,128.34.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

V.E. Building Usage

It was moved by Stacy Johnson and seconded by LindaRae Starlin to allow the community to utilize school facilities following board guidelines.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

V.F. Selection of Board Committees

Lizzy Swalley American Civics and Policy
Linda Richards will send the agenda's of whats been completed to date

VI. REPORTS

VI.A. Elementary Principal Report

Cindy Nagel explained the MAP data
Larry Baker talked about next steps
Discussed improvement of culture in the building
Board asked the following questions of terms
MAP
NWEA
SIP
Table of Specifications
Gradual release of responsibility
Running records
Formative data
Progress monitoring data

VI.B. Secondary Principi Report

Special Education Report
Have had more special education students enroll
Serve all our students in the district
Has a lead special education teacher
IEP's have been updated and maintained been praised by the ESU on keeping IEP's up to date
Met the minutes of every child's IEP
Constantly want to see students grow, great collaboration between the special education teacher and the regular classroom teacher
Discussed the transition room we are keeping kids that would have been shipped out of town are being kept in our school district.

VI.C. Early Childhood Department - Little Warriors Daycare Report

45 children in daycare and childcare room
Will have a sixpence walk through comes in and looks at the classroom looks at the files and makes sure files are updated. Looks at files of children that have special needs.
Started an incentive program for the 4 years old room, 4 families recieved at \$10 gift card, looks like we might have 12 students who may receive the gift card.
April 1st for Kindergarten Roundup.

VI.D. Superintendent Report

VII. *Closed Session:

It was moved by Stacy Johnson and seconded by Lizzie Swalley to enter into a closed session to discuss negotiations with the Santee Teacher's Association.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

It was moved by Stacy Johnson and seconded by Lizzie Swalley to come out of closed session at 6:26.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

VII.A. Negotiations

VIII. **ADJOURN**

It was moved by Stacy Johnson and seconded by Lizzie Swalley to adjourn the meeting at.

Roll call vote: Passed

Stacy Johnson: Yea, Steve Moose: Yea, Don Pike: Yea, LindaRae Starlin: Yea, Lizzie Swalley: Yea, Dewayne Wabasha: Yea
Yea: 6, Nay: 0

March 2021 BOE Payables

Transaction Date	Invoice(s) Numbers	Payment Vendor	Invoice Description	Invoice Total
02/26/2021	INV247488	PowerSchool 3	PowerSchool Hosted Subscription/Certificate	\$4,218.60
02/26/2021	89803	Anderson & Bressman Law Firm	Phone Conversations re: Hayes Lawsuit	\$656.25
02/26/2021	5731691	Blick Art Materials	Art Supplies	\$343.06
02/26/2021	Mileage reimbursement	Brandt, Elizabeth L	Mileage reimbursement for picking up Rhonda Hickman for Contracted services	\$31.36
02/26/2021	12782478;12787963;12799040;7262.	Cash-Wa Distributing	Food for the month of February	\$27,090.97
02/26/2021	554471	Century Business Products Inc	Contracted copies for the Kyocera Copier	\$1,495.55
02/26/2021	24671	CHS		\$1,718.43
02/26/2021	52591	Crofton Journal	Advertising Business Manager/Legals/BOE Meetings	\$119.37
02/26/2021	B-15420194	EMC Insurance Companies	Additional Insurance needed for new addition-Changed Endorsement	\$814.00
02/26/2021	49921; 49967	Ecowater	Filter Changes for Teacherages and school	\$2,962.45
02/26/2021	3957196	Ecolab Pest Elimination	Monthly/Routine Charges and a call out for South Building	\$163.11
02/26/2021	8195215-0	Eakes Office Plus	Bags for Backpack Vacuum	\$48.45
02/26/2021	8191512-1 21-0000	Eakes Office Plus	refill wipes and wipers 1/4 fold	\$464.02
02/26/2021	8177955-1 21-0123	Eakes Office Plus	Carpet powder deodorant	\$117.00
02/26/2021	8191517-0	Eakes Office Plus	trash bags	\$89.22
02/26/2021	8191512-0 21-0138	Eakes Office Plus	Supplies	\$472.51
02/26/2021	830935	Follett Library Resources	Books for the Library	\$721.41
02/26/2021	3737	Flooring Solutions	replacement carpet squares	\$750.00
02/26/2021	Monthly Statement	Hometown Leasing	Copier Lease	\$137.86
02/26/2021	708180838-01	Oriental Trading Co	Kindergarten supplies for Dr. Suess	\$204.71
02/26/2021	21st Century Afterschool Supplie	Toms Family Foods		\$61.78
02/26/2021	580	Tangeman Plumbing	North Restrooms main sewer	\$328.00
02/26/2021	582	Tangeman Plumbing	2 faucets	\$1,000.00
02/26/2021	3691031048	Wells Fargo Vendor Fin Serv	Kyocera Copier Lease	\$334.65
02/26/2021	3176	Jalayne Keyes	Contracted services	\$5,814.50
02/26/2021	45990 and 46217	Larrys Heating And Cooling	Checked unit for proper diagnosis of why running at 55* and Southwest corner unit stuck on AC mode	\$434.99
02/26/2021	14576439;14571588;14573646145713	Quill Corporation	Supplies needed for Supply Cupboard and printers	\$3,465.47
02/26/2021	February leasing charges	Pitney Bowes Inc.	Feb leasing charges	\$164.55
02/26/2021	131778-1 19-1226	Pitsco Education	FTC Registration Fee from 2019-2020 School year	\$275.00
02/26/2021	XT00166156 20-0377	Harris School Solutions	Assistance with using Apta	\$2,400.00
02/26/2021	18132 and 18743	Stadium Sports_2	Shooting Shirts and Clothes for Larry Baker	\$161.70
02/26/2021	00002 and 00001	First National Capital Markets, Inc.	Carl and Matt services Feb-Mar 2020 and Jan 2020	\$4,374.00
02/26/2021	Sub mileage reimbursement	Kester, Patrick J	Mileage reimbursment for sub in Title 1	\$34.72
02/26/2021	Feb 2021 Statement	First Bank Card	Charges for Activities, postage, Books for Admin and Sped dept.	\$1,132.27
02/26/2021	11196	Newsela, Inc.	Growing library of engaging, leveled content to support instruction and literacy skills	\$1,425.00
02/26/2021	Feb 2021 statement	Amazon Corporate Line	Suppliesf or SPED, Health, ELEM, Athletics, Tech, Title 1, Office and daycare	\$1,948.36
02/26/2021	Tax Penalty	Nebraska Department of Revenue	Penalty for being late with filing taxes	\$100.00
02/25/2021	2020-2021 Bus BBall Games/Books	Don Pike Jr	Driving to BBall games and doing BBall books	\$595.00
			TOTAL	\$66,668.32

SUPERINTENDENT
BOARD REPORT
March 1, 2021

- I. I would like to apologize for the lack of scheduling of committee meetings. I don't anticipate scheduling any committee meeting until sometime in April. I am continuing to focus a significant amount of time on developing processes to insure our business department is running efficiently and effectively.
- II. **Board Retreat**
 - a. I will have available for the board at the board meeting the agenda for the board retreat on March 6th. I am hoping we can decide on a meeting time for dinner on Friday night.
- III. **NRCSA Conference**
 - a. We will have a group of students performing at the Nebraska Rural Community Schools Association Conference from 8:00 AM – 8:30 AM Thursday March 25th in Kearney. Let me know if any of you would like to attend the conference.
- IV. **Business Department**
 - a. With the hiring of Wade Adler, we have moved to the second step in the process of the rectifying issues in the business department through training on APTA, which is our fund accounting system. Last week we spent anywhere from 6 -10 hours on training. After the scheduled training Wade and Dawn has spent addition time with the trainer on the program. We will be setting up additional times for the training.
 - b. I will be sending out this week a plan to the State Department outlining exactly the steps we are/will be taking to rectify the issues addressed in the audit. As part of this report is a preliminary report of steps we will be, or have already taken to address those issues.
- V. **Outline of some of the details of letter to the State Department to Address Audit**
 - a. Hiring of a Business Manager
 - b. Training for business department/central office in APTA (fund accounting program) up to 40 hours
 - c. Internal Audit
 - i. Pull all expenses from September 1st on and determine the following:
 1. All expenses have documentation and are coded appropriately
 - ii. Review all revenues:
 1. Insure all revenues are coded appropriate, and that all revenues are recorded
 - iii. Salaries
 1. Insure all staff members are coded properly
 - a. Work with administrative team to insure all staff are coded in their appropriate positions
 - iv. Expense Coding
 1. Insure we are coding all expenses to appropriate revenue streams
 - v. Work with Auditor

1. Before making any significant changes will make contact with the auditor to insure he agrees with the changes being made.
- vi. Work with Local Attorney
1. When finding items that may have been done inappropriately and may need legal advice to resolve we will involve our school attorney.
- d. Developing Processes
- i. Develop written processes
 1. Outline of duties of all Central Office staff including:
 - a. Business Manager
 - b. Bookkeeper
 - c. Assistant to Superintendent
 - d. Superintendent
 2. Segregation of Duties
 - a. Outline how specific duties will be segregated:
 - i. Dealing with expenses vs. Bank reconciliation
 3. Develop Step-by-step written processes for
 - a. Payroll
 - b. Accounts Payable
 - c. Human resources
 - d. Other
 4. Develop Board reports to address audit issues (ensure board know how to read and interpret reports)
 - a. Bank reconciliation report
 - b. Expense report
 - c. Budget report
 - d. Other financial reports requested by board
 5. Develop Process to accurate record student attendance
 - e. Develop other trainings/mentors for business department to work with
 - i. Send business manager/Superintendent to trainings/conferences
 - ii. 2021 Budget & Finance Workshops!
 - iii. NASBO (Nebraska Association of School Business Officers) Conference
 - iv. Impact Aid Conferences
 - v. Others as deemed necessary
 - f. Connect with and develop relationships with other active business managers
 - i. Erin Heinaman (CFO South Sioux City)

APTA Santee Schools- Training Agenda

Session #1- Monday Feb 22nd 10am-12pm (2hrs) Completed

Login and Permissions

My Apta Fund Menu

Navigating around Apta Modules

Running Reports-Saving Reports-Options

Session #2- Wednesday Feb 24th 10am-12pm (3 hrs.) Completed

Questions from Session #1

Nebraska COA and Structure in Apta

<https://www.education.ne.gov/fos/> (See Documents Attached- I found on this site.)

Making Changes-Thru out year vs at Rollover. (We will assist the client in adding an element to the expenditure accounts to further define what they are being used for.

View Budget.

Grid Screens to verify Account Codes being used – *Cash Receipts, Payroll and AP Accounts.

*Cash Receipt Entry JE vs Cash Receipts Entry. (Recommend the client start using The Cash Receipt Module vs the GL to show Revenue.)

Dawn and Wade – Stayed online an extra hour and we cleaned up the Purchasing Approval Process.

Session #3- Thursday Feb 25th 10am-12pm (3hrs) Completed

Questions from Session #2

Purchasing Process Changes – Review and make any additional changes needed.

Purchasing/Accounts Payable Overview.

Dawn and Wade stayed on an extra hour and we worked on some additional items in Purchasing and AP. (We will continue to check in on the Purchasing process to make sure it is running smoothly.)

Sessions Going Forward- Dates to be Determined.

Session #4- (All) 2hrs

Questions from previous?

Cash Receipts Overview

General Ledger Overview

Recoding Sample Entries-Practice

Specific Issues- How to Avoid/How to Fix

Session #5- (All) 2hrs

Questions from previous?

Board Reports

Rollover

Annual Report

Activity Accounting

Session #6- (All) 2hrs

Q and A

Where are we at?

Items that still need to be addressed/clarified?

Session(s)- Wade and Dawn- AP, Payroll, Cash Receipts, Bank Rec, Rollover in Detail (26Hours)

These are Items we have identified as issues- Harris will assist in Best Practices, process review and making changes/corrections where needed:

- **Potential Funding Loss from Audit-** We will show client the tools they have within the program for Entry and Evaluation of Revenue and Expenditure Entries.
Expenditure coding Payroll and AP (AP- Can add Attach Backup Documents to Purchase Orders and Invoices.)
- **Nebraska Funds** and how Apta Tracks?
- **Review the Chart of Accounts in AptaFund-** How are Account Codes put together. (Structure etc.)
- **How to change/crosswalk Chart of Accounts-** We will train the client on changes that can be made within the Fiscal Year
- **We will assist the client with any Account Structure Changes** along with the Fiscal Year Rollover. (We will add an additional element to further define expenditure between Elementary and Secondary Level spending.)
- **Nebraska Schools – COA Guidance** and documents provided on the State Website.
- **Recode Expenditures** – Will go over the Process with client.
- **Revenue Entry-** Will go thru the Setup pieces and Entry methods. (These are currently being done as GL Entries we will start doing them in the Cash Receipts module which will allow better overview and reporting.)

- **Impact Aid**-one of biggest revenue sources. Is Revenue is coded correctly? (Only wire transfer not total including bond payment?)
- **Bank Reconciliation** – Process Review and what reports need to match.
- **Board Reports** – See what they are using now and show some additional options.
- **Petty Cash** – How is this being handled and monitored?
- **How are Referees (1099 type staff) being paid?** AA, Apta or Manual Check.
- **Comp Time**- How is this being Paid Out- Should NPERS Retirement be calculated?
- **Insurance Stipend**-NPERS Retirement Eligible?
- **Detail Check Lists for processes!** (We have Generic List that can be customized by the client.)

Teaching How and Why vs Just doing it for them

**SUPERINTENDENT
DAYS WORKED**

Per my contract I am required to report to the board monthly on days worked. I am working on a .6FTE or 194 day for the 18month contract. This works out to approximately 11 days/month. By the end of June I will need to have worked 65 days and by the end of December 130 days. I will keep a running total of the days which I will give you at each board meeting.

Month	Days	Total Days
January 12 Board meeting	0	0
January 13,14,15	3	3
January 20,21,22	3	6
January 27,28,29	3	9
February 1,2,3,4	4	13
February 8,9,10	3	16
February - 16,17	2	18
February 22,23,24	3	21

Additional hours worked:

Thursday February 18	1 ½ hours Meeting with APTA to develop training for APTA funding software.
Thursday February 25	2 ½ hours Training with Harris solutions APTA Funding software
Friday February 25	3 ½ hours. Working on board agenda,

**ANTICIPATED SCHEDULE
THROUGH JUNE 31, 2021**

If I continue to work 3 days a week, through June 30, I will have worked 73+ days, therefore probably during the month of June I will be taking some days off as I my contract is for 65 days.

March 1, 2, 3	3	24
March 6,	1	25
March 8, 9, 10	3	28
March 15, 16, 17	3	31
March 22, 23,24	3	34
March 29, 30, 31	3	37
April 5, 6, 7	3	40
April 12,13,14	3	43
April 19, 20, 21	3	46
April 26, 27, 28	3	49
May 3, 4, 5	3	52
May 10, 11, 12	3	55
May 17, 18, 19	3	58
May 24, 25, 26	3	61

31-May	1	62
June 1, 2,	2	64
June 7, 8, 9	3	67
June 14, 15, 16	3	70
June 21, 22, 23	3	73
June 28, 29, 30	3	76

BOARD QUESTIONS
CONCERNING AGENDA ITEMS

1. AS CHANGES IN THE BUSINESS OFFICE ARE HAPPENING WHAT UPDATING IN POLICY DO YOU ANTICIPATE THE BOARD NEEDING TO DO?
 - a. At this time, I don't believe there is a need to update any policies relating to changes in the business department. The changes that need to be made will be procedural/process changes which will be addressed in handbooks that will be approved by the board.
2. WHAT IS THE PLAN FOR BUDGET WORK SESSIONS FOR THE BOARD?
 - a. Until most issues have been resolved in the business office, and training is completed we will not be ready to start budget work sessions with the board. It is my hope we can start sometime in April.
3. WILL THE AUDITOR BE RETURNING TO DISCUSS THE FINDINGS AND THE WORK THE BUSINESS OFFICE HAS DONE TO ADDRESS THOSE ISSUES? IF SO, WHEN?
 - a. We hope to have the auditor come and do an audit in the middle of May, and he will give a written report at the end of the midyear audit.
4. HOW ARE YOU UTILIZING CARL AND MATT FROM FIRST NATIONAL NOW THAT MR. ADLER IS ON BOARD?
 - a. We are not currently using them. I feel the issues in the Central Office were beyond their expertise. They may be doing some research for us, however we should probably review their contract and see if we want to continue with their services.



AIA[®] Document G702™ - 1992

Application and Certificate for Payment

TO OWNER:

PROJECT:

APPLICATION NO:

Distribution to:

Santee Community Schools
206 Frazier Ave. East
Santee, NE 68760

Santee Community School
Santee Community School
Niobrara, NE

PERIOD TO: 20190300012
CONTRACT FOR: 2/22/2021
CONTRACT DATE: 2019-03
PROJECT NOS: / 4/10/2019 /

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

FROM CONTRACTOR:
RaDec Construction Co., Inc.
P.O. Box 667
Hartington, NE 68739

VIA ARCHITECT:
Prochaska & Associates
11317 Chicago Circle
Omaha, NE 68154

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 2,744,610.79

2. NET CHANGE BY CHANGE ORDERS \$ 32,343.98

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,776,954.77

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 2,293,023.66

5. RETAINAGE:

a. _____ % of Completed Work

(Columns D + E on G703)

b. _____ % of Stored Material

(Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 150,487.62

6. TOTAL EARNED LESS RETAINAGE \$ 2,142,536.04

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 1,944,595.74

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 197,940.30

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 634,418.73

(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 32,343.98	\$
Total approved this month	\$	\$
TOTAL	\$ 32,343.98	\$
NET CHANGES by Change Order	\$ 32,343.98	\$

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: RaDec Construction Co., Inc.

By: *[Signature]* Date: 2/23/21

State of: Nebraska

County of: Cedar

Subscribed and sworn to before

me this 23rd day of February 2021

Notary Public: *Mary E. Grosskop*
My commission expires: *January 30, 2023*



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 197,940.30

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Prochaska & Associates

By: *[Signature]* Date: 2/24/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA® Document G703™ - 1992

Continuation Sheet

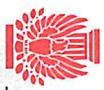
AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 20190300012
 APPLICATION DATE: 2/22/2021
 PERIOD TO: 2/22/2021
 ARCHITECT'S PROJECT NO: 2/22/2021

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	2019-03H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)							
01	B Pkg #1 - Site Work	47,460.00	38,060.00				38,060.00	80.19	9,400.00	
02	Backfill/Final Gr @ Ret Wall	6,000.00							6,000.00	
03	B Pkg #2 - Selective Demo	13,345.00	12,410.85				12,410.85	93.00	934.15	
04	B Pkg #3 - Turf/Grasses	2,970.00							2,970.00	
05	B Pkg #4 - Structural Concrete	108,500.00								
06	B Pkg #5 - C Firs/Sdwik/Pavin	125,400.00								
07	B Pkg #6 - Furnish Reinforcin	13,745.00								
08	B Pkg #7 - Furnish Precast C	7,365.00								
09	B Pkg #8 - U Mas/Precast A C									
10	Brick Material & Labor	150,000.00	150,000.00				150,000.00	100.00		
11	CMU Material & Labor	36,850.00	36,850.00				36,850.00	100.00		
12	B Pkg #9 - S Steel/Deck/Meta	81,400.00	80,665.00				80,665.00	99.10	735.00	
13	B Pkg #10 - Install S S Deck/I	59,971.00	59,971.00				59,971.00	100.00		
14	B Pkg #11 - Grt Base/Backfill/	19,233.00	12,130.48		1,173.83		13,304.31	69.17	5,928.69	
15	B Pkg #12 - Int F Carp/A Cab	34,100.00	34,100.00				34,100.00	100.00		
16	B Pkg #13 - F Install Package	25,100.00			5,790.47		5,790.47	23.07	19,309.53	
17	B Pkg #14 - Fluid App Mem Ai	9,300.00	9,300.00				9,300.00	100.00		
18	B Pkg #15 - EPDM F/Sht Mtl									
19	EPDM Roof Labor	54,934.00	54,934.00				54,934.00	100.00		
20	EPDM Roof Material	97,660.00	97,660.00				97,660.00	100.00		
21	Sheet Metal Labor	4,240.00							4,240.00	
22	Sheet Metal Material	6,492.00	2,406.00				2,406.00	37.06	4,086.00	
23	B Pkg #16 - Sl/Wd Drs/F HdW	27,888.00	13,487.00				13,487.00	48.36	14,401.00	
24	B Pkg #17 - Alum Ent/Glazing	74,896.00								
25	B Pkg #18 - Gypsum Drywall						50,900.00	67.96	23,996.00	

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AIA[®] Document G703[™] – 1992

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Continuation Sheet

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 APPLICATION DATE: 2/22/2021
 PERIOD TO: 2/22/2021
 ARCHITECT'S PROJECT NO: 2/22/2021

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)		BALANCE TO FINISH (C-G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
A	B	C	D	E	F	G		2019-03H	I
26	Bond	3,276.00	3,233.00			3,233.00	98.69	43.00	
27	Cold Formed Metal	50,453.00	50,453.00			50,453.00	100.00		
28	Rough Carpentry	9,615.00	9,615.00			9,615.00	100.00		
29	Insulation	7,018.00	7,018.00			7,018.00	100.00		
30	EIFS	15,302.00	14,536.90	765.10		15,302.00	100.00		
31	Hollow Metal Frames	3,100.00	3,100.00			3,100.00	100.00		
32	Light Gage Metal Framing	25,198.00	25,198.00			25,198.00	100.00		
33	Gypsum Drywall System	104,829.00	99,587.55	5,241.45		104,829.00	100.00		
34	B Pkg #19 - Acoust Panel Ceil	22,786.00	7,800.00	8,300.00		16,100.00	70.66	6,686.00	
35	B Pkg #20 - Res Tile Flrg/Cart	49,887.00						49,887.00	
36	B Pkg #21 - Pain/U Seal/W/C	37,851.00						18,925.50	
37	B Pkg #22 - Div 10 Spec Item:	2,093.00	273.00			273.00	13.04	1,820.00	
38	B Pkg #23 - Fire Suppression	32,000.00	30,059.90	18,925.50		30,059.90	93.94	1,940.10	
39	B Pkg #24 - Plumbing								
40	General Conditions	6,783.00	6,783.00			6,783.00	100.00		
41	Job Mobilization	4,522.00	4,522.00			4,522.00	100.00		
42	Plumbing Bond	2,239.00	2,239.00			2,239.00	100.00		
43	Demolition	4,127.00	4,127.00			4,127.00	100.00		
44	Under Ground DWV Piping	27,409.00	27,409.00			27,409.00	100.00		
45	AG DWV Piping	19,296.00	19,296.00			19,296.00	100.00		
46	UG roof Drain Piping	5,476.00	5,476.00			5,476.00	100.00		
47	AG Roof Drain piping	34,952.00	34,952.00			34,952.00	100.00		
48	Domestic Water Piping	54,714.00	54,714.00			54,714.00	100.00		
49	Gas Piping System	9,866.00	9,866.00			9,866.00	100.00		
50	Plumbing Fixtures/Equip	43,916.00	15,000.00	15,000.00		30,000.00	68.31	13,916.00	

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Continuation Sheet

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APPLICATION NO: 20190300012
 APPLICATION DATE: 2/22/2021
 PERIOD TO: 2/22/2021
 ARCHITECT'S PROJECT NO: 2/22/2021

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
A	B	C	D	E	F	G	H	I	
51	Mechanical Insulation	12,817.00	6,000.00	6,817.00		12,817.00	100.00	2019-03H	
52	B Pkg #25 - Htg/Vent/A C								
53	Subcontracts	9,125.00	9,125.00			9,125.00	100.00		
54	Equipment/Material	93,180.00	93,180.00			93,180.00	100.00		
55	Labor	70,650.00	58,015.72			58,015.72	82.12	12,634.28	
56	Misc/Admin	11,557.00	11,557.00			11,557.00	100.00		
57	Bond	2,018.00	2,018.00			2,018.00	100.00		
58	B Pkg #26 - Site Utilities	38,650.00	38,650.00			38,650.00	100.00		
59	Concrete Storm Outfall	4,860.00	4,860.00			4,860.00	100.00		
60	B Pkg #27 - Electrical								
61	Start Up	5,674.00	5,674.00			5,674.00	100.00		
62	Conduit/Boxes	53,781.00	50,500.00	1,200.00		51,700.00	96.13	2,081.00	
63	Wire/Cable	31,147.00	24,700.00	4,000.00		28,700.00	92.14	2,447.00	
64	Panels/Gear	15,274.00	12,673.00	2,500.00		15,173.00	99.34	101.00	
65	Devices/Plates	7,321.00	3,250.00			3,250.00	44.39	4,071.00	
66	Fixtures/Lamps	54,410.00	38,095.75	10,000.00		48,095.75	88.40	6,314.25	
67	Demo	4,373.00	4,373.00			4,373.00	100.00		
68	Temp Power	5,763.00	5,763.00			5,763.00	100.00		
69	Fire Alarm	8,320.00	5,500.00	1,200.00		6,700.00	80.53	1,620.00	
70	Sound System	8,366.00	3,700.00	3,000.00		6,700.00	80.09	1,666.00	
71	Security System	9,103.00	2,000.00	3,500.00		5,500.00	60.42	3,603.00	
72	Miscellaneous	9,155.00	9,155.00			9,155.00	100.00		
73	B Pkg #28 - Retaining Wall	22,525.00				22,525.00			
74	B Pkg #29 - Chain Link Fence	12,870.00	6,475.00			6,475.00	50.31	6,395.00	
75	B Pkg #30 - General Trades	64,087.00	46,142.64	1,025.00		47,167.64	73.60	16,919.36	

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Continuation Sheet

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 APPLICATION DATE: 2/22/2021
 PERIOD TO: 2/22/2021
 ARCHITECT'S PROJECT NO: 2/22/2021

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G+C)	I BALANCE TO FINISH (C-G)	J RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
76	B Pkg #31 - Final Cleaning	10,950.00						10,950.00	
77	Allow - Ext. Wall Letters	2,400.00						266.01	
78	Allow - Temp Eqp Htg/Mas Sh	20,000.00	5,813.43	2,133.99		2,133.99	88.92	11,457.97	
79	Allow - Thru-Wall Mail Drop	625.00	618.98	2,728.60		8,542.03	42.71	6.02	
80	Allow - Move 3" Propane Line	11,000.00				618.98	99.04	11,000.00	
81	Total Reimbursables								
82	General Conditions	67,844.00	55,426.43	476.87		55,903.30	82.40	11,940.70	
83	Equipment	25,660.00	17,817.10	2,534.08		20,351.18	79.31	5,308.82	
84	Aid To Construction	39,733.10	20,344.86	14,077.25		34,422.11	86.63	5,310.99	
85	Efforts Schedule	364,070.00	263,750.87	27,026.25		290,777.12	79.87	73,292.88	
86	Add To Bond	2,484.00	2,484.00			2,484.00	100.00		
87	Contractor Fee	61,261.69	47,321.74	3,971.14		51,292.88	83.73	9,968.81	
88									
89	C.O. #001 - FEMA Strm Shlt L	9,620.00	1,600.00			1,600.00	16.63	8,020.00	
90	C.O. #002 - Dr Clstrs/Pvg Dow	1,631.35						1,631.35	
91	C.O. #003 - DHHS Mod/Plbg (9,747.00	469.00	4,496.00		4,965.00	50.94	4,782.00	
92	C.O. #004 - CCP #6, 8 - 13	11,345.63	6,187.16	1,157.77		7,344.93	64.74	4,000.70	
	Totals	2,776,954.77	2,095,083.36	197,940.30		2,293,023.66	82.57	483,931.11	150,487.62

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AIA Document G703™ - 1992

Continuation Sheet

6 6

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G + C)			
	<u>CO</u> <u>CO Item and Description</u>	<u>CO Amount</u>							
001	89 C.O. #001 - FEMA Strm Shi	9,620.00							
002	90 C.O. #002 - Dr Clsrs/Pvg Dr	1,631.35							
003	91 C.O. #003 - DHHS Mod/Plb	9,747.00							
004	92 C.O. #004 - CCP #6, 8 - 13	11,345.63							
	Total Change Order amount	32,343.98							

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EFFORTS SCHEDULE
Santee Community School
Pay #12
2/23/2021

Trent	0	\$	-
Doug	2	\$	130.00
Kelly	162.5	\$	10,562.50
Heath	200	\$	13,000.00
Heath - OT	32.5	\$	3,168.75
Troy	3	\$	165.00
Total	400	\$	27,026.25



TRANSMITTAL

Planning • Architecture • Engineering • Interiors • Facility Management

TO: Todd Chessmore
Santee Community Schools
206 Frazier Ave. East
Niobrara, NE 68760

PROJECT: Santee Community Schools
Addition and Renovation

FROM: William R. Huey III

PROJECT NO.: 182903

DATE: February 24, 2021

SUBJECT: Pay Application No. 012

-
- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> For Approval | <input type="checkbox"/> For Your Information | <input checked="" type="checkbox"/> For Your Review |
| <input type="checkbox"/> No Exceptions Taken | <input type="checkbox"/> For Distribution | <input type="checkbox"/> For Review and Comment |
| <input type="checkbox"/> Approval for Payment | <input type="checkbox"/> Shop Drawings Reviewed | <input checked="" type="checkbox"/> Return <u>1</u> Signed Copy(s) |
| <input checked="" type="checkbox"/> For Your Files | <input type="checkbox"/> Deposit Check Returned | <input type="checkbox"/> Return of Plans |
-

Mr. Chessmore,

Attached, you will find one original Owner's copy and one Contractor's copy of RaDec's Application for Payment No. 012. This request has been reviewed and signed. Prochaska & Associates recommends payment in the amount of **\$197,940.30**.

After the Board's final review and acceptance, please distribute the Contractor's copy to RaDec, with payment, and keep the Owner's copy for your files.

Sincerely,

Prochaska & Associates

|

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755

FAX: (402) 334-0868

E-Mail: mail@prochaska.us



AIA® Document G702™ - 1992

Application and Certificate for Payment

TO OWNER:

PROJECT:

APPLICATION NO:

Distribution to:

Santee Community Schools
206 Frazier Ave. East
Santee, NE 68760

Santee Community School
Santee Community School
Niobrara, NE

PERIOD TO: 20190300012
CONTRACT FOR: 2/22/2021
CONTRACT DATE: 2019-03
PROJECT NOS: / 4/10/2019 /

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

FROM CONTRACTOR:
RaDec Construction Co., Inc.
P.O. Box 667
Hartington, NE 68739

VIA ARCHITECT:
Prochaska & Associates
11317 Chicago Circle
Omaha, NE 68154

CONTRACTOR'S APPLICATION FOR PAYMENT

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2. NET CHANGE BY CHANGE ORDERS \$ 32,343.98

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,776,954.77

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 2,293,023.66

5. RETAINAGE:

a. _____ % of Completed Work

(Columns D + E on G703)

b. _____ % of Stored Material
(Column F on G703) \$ _____

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 150,487.62

6. TOTAL EARNED LESS RETAINAGE \$ 2,142,536.04

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 1,944,595.74

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 197,940.30

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 634,418.73

(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 32,343.98	\$
Total approved this month	\$	\$
TOTAL	\$ 32,343.98	\$
NET CHANGES by Change Order	\$ 32,343.98	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: RaDec Construction Co., Inc.

By: *[Signature]* Date: 2/23/21

State of: Nebraska

County of: Cedar

Subscribed and sworn to before

me this 23rd day of February 2021

Notary Public: *Mary E. Grosskop*
My commission expires: *January 30, 2023*



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 197,940.30

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Prochaska & Associates

By: *[Signature]* Date: 2/24/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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Continuation Sheet

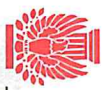
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 APPLICATION DATE: 2/22/2021
 PERIOD TO: 2/22/2021
 ARCHITECT'S PROJECT NO: 2/22/2021

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	2019-03H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)							
01	B Pkg #1 - Site Work	47,460.00	38,060.00				38,060.00	80.19	9,400.00	
02	Backfill/Final Gr @ Ret Wall	6,000.00					6,000.00		6,000.00	
03	B Pkg #2 - Selective Demo	13,345.00	12,410.85				12,410.85	93.00	934.15	
04	B Pkg #3 - Turf/Grasses	2,970.00					2,970.00		2,970.00	
05	B Pkg #4 - Structural Concrete	108,500.00					108,500.00	100.00		
06	B Pkg #5 - C Flrs/Sdwk/Pavin	125,400.00					65,000.00	51.83	60,400.00	
07	B Pkg #6 - Furnish Reinforcin	13,745.00					13,745.00	100.00		
08	B Pkg #7 - Furnish Precast C	7,365.00					7,365.00	100.00		
09	B Pkg #8 - U Mas/Precast A C									
10	Brick Material & Labor	150,000.00	150,000.00				150,000.00	100.00		
11	CMU Material & Labor	36,850.00	36,850.00				36,850.00	100.00		
12	B Pkg #9 - S Steel/Deck/Meta	81,400.00	80,665.00				80,665.00	99.10	735.00	
13	B Pkg #10 - Install S S Deck/I	59,971.00	59,971.00				59,971.00	100.00		
14	B Pkg #11 - Grt Base/Backfill/	19,233.00	12,130.48		1,173.83		13,304.31	69.17	5,928.69	
15	B Pkg #12 - Int F Carp/A Cab	34,100.00	34,100.00				34,100.00	100.00		
16	B Pkg #13 - F Install Package	25,100.00			5,790.47		5,790.47	23.07	19,309.53	
17	B Pkg #14 - Fluid App Mem Ai	9,300.00	9,300.00				9,300.00	100.00		
18	B Pkg #15 - EPDM F/Sht Mtl									
19	EPDM Roof Labor	54,934.00	54,934.00				54,934.00	100.00		
20	EPDM Roof Material	97,660.00	97,660.00				97,660.00	100.00		
21	Sheet Metal Labor	4,240.00							4,240.00	
22	Sheet Metal Material	6,492.00	2,406.00				2,406.00	37.06	4,086.00	
23	B Pkg #16 - Sl/Wd Drs/F HdW	27,888.00	13,487.00				13,487.00	48.36	14,401.00	
24	B Pkg #17 - Alum Ent/Glazing	74,896.00					50,900.00	67.96	23,996.00	
25	B Pkg #18 - Gypsum Drywall									

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)		BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
A	B	C	D	E	F	G		2019-03H	I
26	Bond	3,276.00	3,233.00			3,233.00	98.69	43.00	
27	Cold Formed Metal	50,453.00	50,453.00			50,453.00	100.00		
28	Rough Carpentry	9,615.00	9,615.00			9,615.00	100.00		
29	Insulation	7,018.00	7,018.00			7,018.00	100.00		
30	EIFS	15,302.00	14,536.90	765.10		15,302.00	100.00		
31	Hollow Metal Frames	3,100.00	3,100.00			3,100.00	100.00		
32	Light Gage Metal Framing	25,198.00	25,198.00			25,198.00	100.00		
33	Gypsum Drywall System	104,829.00	99,587.55	5,241.45		104,829.00	100.00		
34	B Pkg #19 - Acoust Panel Ceil	22,786.00	7,800.00	8,300.00		16,100.00	70.66	6,686.00	
35	B Pkg #20 - Res Tile Flrg/Cart	49,887.00						49,887.00	
36	B Pkg #21 - Pain/U Seal/W/C	37,851.00						18,925.50	
37	B Pkg #22 - Div 10 Spec Item:	2,093.00	273.00	18,925.50		18,925.50	50.00	1,820.00	
38	B Pkg #23 - Fire Suppression	32,000.00	30,059.90			30,059.90	93.94	1,940.10	
39	B Pkg #24 - Plumbing								
40	General Conditions	6,783.00	6,783.00			6,783.00	100.00		
41	Job Mobilization	4,522.00	4,522.00			4,522.00	100.00		
42	Plumbing Bond	2,239.00	2,239.00			2,239.00	100.00		
43	Demolition	4,127.00	4,127.00			4,127.00	100.00		
44	Under Ground DWV Piping	27,409.00	27,409.00			27,409.00	100.00		
45	AG DWV Piping	19,296.00	19,296.00			19,296.00	100.00		
46	UG roof Drain Piping	5,476.00	5,476.00			5,476.00	100.00		
47	AG Roof Drain piping	34,952.00	34,952.00			34,952.00	100.00		
48	Domestic Water Piping	54,714.00	54,714.00			54,714.00	100.00		
49	Gas Piping System	9,866.00	9,866.00			9,866.00	100.00		
50	Plumbing Fixtures/Equip	43,916.00	15,000.00	15,000.00		30,000.00	68.31	13,916.00	

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
A	B	C	D	E	F	G	H	I	
51	Mechanical Insulation	12,817.00	6,000.00	6,817.00		12,817.00	100.00	2019-03H	
52	B Pkg #25 - Htg/Vent/A C								
53	Subcontracts	9,125.00	9,125.00			9,125.00	100.00		
54	Equipment/Material	93,180.00	93,180.00			93,180.00	100.00		
55	Labor	70,650.00	58,015.72			58,015.72	82.12	12,634.28	
56	Misc/Admin	11,557.00	11,557.00			11,557.00	100.00		
57	Bond	2,018.00	2,018.00			2,018.00	100.00		
58	B Pkg #26 - Site Utilities	38,650.00	38,650.00			38,650.00	100.00		
59	Concrete Storm Outfall	4,860.00	4,860.00			4,860.00	100.00		
60	B Pkg #27 - Electrical								
61	Start Up	5,674.00	5,674.00			5,674.00	100.00		
62	Conduit/Boxes	53,781.00	50,500.00	1,200.00		51,700.00	96.13	2,081.00	
63	Wire/Cable	31,147.00	24,700.00	4,000.00		28,700.00	92.14	2,447.00	
64	Panels/Gear	15,274.00	12,673.00	2,500.00		15,173.00	99.34	101.00	
65	Devices/Plates	7,321.00	3,250.00			3,250.00	44.39	4,071.00	
66	Fixtures/Lamps	54,410.00	38,095.75	10,000.00		48,095.75	88.40	6,314.25	
67	Demo	4,373.00	4,373.00			4,373.00	100.00		
68	Temp Power	5,763.00	5,763.00			5,763.00	100.00		
69	Fire Alarm	8,320.00	5,500.00	1,200.00		6,700.00	80.53	1,620.00	
70	Sound System	8,366.00	3,700.00	3,000.00		6,700.00	80.09	1,666.00	
71	Security System	9,103.00	2,000.00	3,500.00		5,500.00	60.42	3,603.00	
72	Miscellaneous	9,155.00	9,155.00			9,155.00	100.00		
73	B Pkg #28 - Retaining Wall	22,525.00				22,525.00			
74	B Pkg #29 - Chain Link Fence	12,870.00	6,475.00			6,475.00	50.31	6,395.00	
75	B Pkg #30 - General Trades	64,087.00	46,142.64	1,025.00		47,167.64	73.60	16,919.36	

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			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD					
76	B Pkg #31 - Final Cleaning	10,950.00						10,950.00	
77	Allow - Ext. Wall Letters	2,400.00		2,133.99		2,133.99	88.92	266.01	
78	Allow - Temp Eqp Htg/Mas Sh	20,000.00	5,813.43	2,728.60		8,542.03	42.71	11,457.97	
79	Allow - Thru-Wall Mail Drop	625.00	618.98			618.98	99.04	6.02	
80	Allow - Move 3" Propane Line	11,000.00						11,000.00	
81	Total Reimbursables		55,426.43	476.87		55,903.30	82.40	11,940.70	
82	General Conditions	67,844.00	17,817.10	2,534.08		20,351.18	79.31	5,308.82	
83	Equipment	25,660.00	20,344.86	14,077.25		34,422.11	86.63	5,310.99	
84	Aid To Construction	39,733.10	263,750.87	27,026.25		290,777.12	79.87	73,292.88	
85	Efforts Schedule	364,070.00	2,484.00			2,484.00	100.00		
86	Add To Bond	2,484.00	47,321.74	3,971.14		51,292.88	83.73	9,968.81	
87	Contractor Fee	61,261.69							
88			1,600.00			1,600.00	16.63	8,020.00	
89	C.O. #001 - FEMA Strm Shlt L	9,620.00	469.00	4,496.00		4,965.00	50.94	4,782.00	
90	C.O. #002 - Dr Clstrs/Pvg Dow	1,631.35	6,187.16	1,157.77		7,344.93	64.74	4,000.70	
91	C.O. #003 - DHHS Mod/Plbg (9,747.00							
92	C.O. #004 - CCP #6, 8 - 13	11,345.63							
	Totals	2,776,954.77	2,095,083.36	197,940.30		2,293,023.66	82.57	483,931.11	150,487.62

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G + C)			
	<u>CO</u> <u>CO Item and Description</u>	<u>CO Amount</u>							
001	89 C.O. #001 - FEMA Strm Shi	9,620.00							
002	90 C.O. #002 - Dr Clsrs/Pvg Dr	1,631.35							
003	91 C.O. #003 - DHHS Mod/Plb	9,747.00							
004	92 C.O. #004 - CCP #6, 8 - 13	11,345.63							
	Total Change Order amount	32,343.98							

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EFFORTS SCHEDULE
Santee Community School
Pay #12
2/23/2021

Trent	0	\$	-
Doug	2	\$	130.00
Kelly	162.5	\$	10,562.50
Heath	200	\$	13,000.00
Heath - OT	32.5	\$	3,168.75
Troy	3	\$	165.00
Total	400	\$	27,026.25

Guardian Security Services

405 Holt Blvd
 O'Neill, Ne. 68763
 402-340-0152

Date: 2-15-2021
 Name: Santee Schools
 Address: New Addition Video

Estimate

	<p>Video system for the new addition is to have thirty cameras inside the facility to view necessary coverage areas and four cameras outside to view necessary coverage areas. All cameras will be 4MP vandal proof turret style IP cameras with infrared lighting. Given the channel space open on the existing system and the addition of the added cameras, installing a 32 channel NVR 20TB the system would not have room for future growth if needed. I recommend installing a 64 channel NVR 20TB to facilitate future needs. The cost difference is minimal.</p>	
	Sixtyfour channel 20TB NVR with monitor	3403.01
	Cameras,cable and connectors 234.45 each x 34	7971.30
	Installation	6800.00
	Mllege (estimate 3 trips @ 140.00 per trip)	420.00
	Sixtyfour channel system total	18594.04
	Equipment has 2year warranty	
	Installation has 6month warranty	
	Thank you	
	Bob	

Items needed for Network Project for New Addition-Lance Jahnig

Order #	VENDOR	PN	Item	Price	Qty	Total
228	CDW-G	CJ688TGWH-24	Panduit MINI-COM TX6 Plus - modular insert - 24 count - White	\$ 177.03	4	\$ 708.12
	CDW-G	CFG4WH	Panduit MINI-COM "GFCI" Decora Module Frame 4 port - White	\$ 4.33	15	\$ 64.95
	CDW-G	CFG2WH	Panduit MINI-COM "GFCI" Decora Module Frame 2 port - White	\$ 4.33	20	\$ 86.60
	CDW-G	CMBWH-X	Panduit MINI-COM Modular insert (blank)10pack - White	\$ 4.33	2	\$ 8.66
	CDW-G	WALLMOUNT4	StarTech.com 4U 19in Hinged Wall mount Bracket for Patch Panels-not available	\$ 37.63	1	\$ 37.63
	CDW-G	CPP48WBLY	Panduit MINI-COM Modular Faceplate Patch Panels - 2U - 19" -not available	\$ 49.46	2	\$ 98.92
	CDW-G	TGEEIW	Panduit Pan-Way TG-70 Raceway Fittings - cable raceway entrance end fitting	\$ 26.03	3	\$ 78.09
	CDW-G	KWP6PY	Panduit outlet - phone faceplate with jack	\$ 19.09	10	\$ 190.90
	CDW-G	CJ688TGBL-24	Panduit MINI-COM TX6 Plus - modular insert - 24 Count - Black	\$ 177.03	2	\$ 354.06
	CDW-G	C6ABC50-GN-1000	Black Box 1,000FT CAT6A Solid Bulk Cable 650-MHZ UTP Green CMR PVC, Spool	\$ 273.07	12	\$ 3,276.84
					Total	\$ 4,904.77
230	SHI	EX-UM-4X4SFP	Juniper Networks Uplink Module - expansion module	\$ 945.29	1	\$ 945.29
	SHI	B-EX4300-48P-EDU	Juniper EX Series EX4300-48P - E-Rate Bundle - switch - 48 p	\$ 3,735.74	1	\$ 3,735.74
	SHI	CBL-PWR-C15M-HITEN	Juniper Networks Power Cable	\$ 67.69	1	\$ 67.69
					TOTAL	\$ 4,748.72
226	Fastenal	1144381	2Dia. Zinc Plated Steel After Fabrication Bridle Rings - Qty 10	\$ 1.39	10	\$ 13.90
	Fastenal	1144380	1-1/2Dia. Zinc Plated Steel After Fabrication Bridle Rings - Qty	\$ 1.14	40	\$ 45.60
	Fastenal	44620	1/4-20 Screw Diameter 1" Universal Beam Clamp - case of 50 -	\$ 111.00	1	\$ 111.00
					TOTAL	\$ 170.50
231	Thompson Electric		Conduit 3 inch - 10 feet	\$ 65.00	1	\$ 65.00
	Thompson Electric		Conduit 2 inch - 10 feet	\$ 35.00	2	\$ 70.00
	Thompson Electric		Conduit 1 inch - 10 feet	\$ 15.00	1	\$ 15.00
	Thompson Electric		Plastic Insulating Bushing, 2 in.	\$ 1.60	18	\$ 28.80
	Thompson Electric		Plastic Insulating Bushing, 1 in.	\$ 0.70	20	\$ 14.00
	Thompson Electric		Threaded Insulated Bushing 3 inch	\$ 2.65	2	\$ 5.30
	Thompson Electric		Set Screw Connector 3 inch	\$ 6.00	2	\$ 12.00
	Thompson Electric		Set Screw Coupling 3 inch	\$ 6.80	2	\$ 13.60
	Thompson Electric		Conduit 3 inch 90 degree elbow	\$ 20.00	1	\$ 20.00
	Thompson Electric		GFCI wall plate	\$ 1.60	30	\$ 48.00
			(The electrician is looking for items on our job-site. May not cost as much.)		TOTAL	\$ 291.70
				All Vendors	TOTAL	\$ 10,115.69



QUOTATION: 7041
 Electronic Sound Inc
 14627 Industrial Rd
 Omaha, NE 68144-3290
 402-334-8550

CUSTOMER:		JOB LOCATION:			
COMPANY:	SANTEE COMMUNITY SCHOOL	COMPANY:	SANTEE COMMUNITY SCHOOL	DATE:	February 18, 2021
ADDRESS:	206 FRAZIER AVE EAST	ADDRESS:	206 FRAZIER AVE EAST	CONTACT:	David Bavaresco
				PHONE:	(402)334-8550
	SANTEE, NE 68760		SANTEE, NE 68760	EMAIL:	dbavaresco@electronicsound.com
CONTACT:		CONTACT:			
PHONE:	402-857-2741	PHONE:	(402)857-2741		

TITLE:
 Santee Addition and Renovation

SCOPE OF WORK:

- 1) Install and zone new equipment per floor plan. Connect to existing Telecenter U equipment. Work with school on programming the zone for the new area.
 - 2) Move Telecenter U master console to new office area room 102. School will supply Data Drop and Plate.
 - 3) Connect Telecenter U to Schools SIP phone system. Work with Great Plains the school's SIP provider. Contact school to set up Great Plains for connection to SIP system. Ruth Bathke.
- This quote is good for 30 days.
 State and local taxes are not included.
 Payment terms are NET 30 days from date of invoice.

PART NUMBER	PART DESCRIPTION	QTY
	Telecenter U	
	E2.1 Room	
SOLUTION 1	INCLUDES - TWO (2) EACH: C10X/BU/WS, ERD8U, SSB-3	8.00
AT10	10 Watt Single Gang Stainless Steel 70.7V Commercial Attenuator	5.00
	E2.1 Corridor	
SOLUTION 1	INCLUDES - TWO (2) EACH: C10X/BU/WS, ERD8U, SSB-3	4.00
	Installation Hardware, Cable and Labor	
	FREIGHT	

SUBTOTAL:	\$12,200.00
TAX:	\$0.00
TOTAL:	\$12,200.00

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: _____ SIGNATURE: _____ DATE: _____
 (Print Name)

School Psychologist – Santee Community Schools

DIRECT SERVICE

School Psychologist responsibilities to support the district in providing meaningful services to eligible students:

- Psychological testing and comprehensive evaluation as needed birth-21
- Assist as needed in eligibility determinations, IEP meetings, and pre-referral process
- Collaboration with district and ESU personnel to meet needs for behavioral supports
- Mental health counseling
- Assist student with re-entry post hospitalization, inpatient treatment, etc.
- Work with resources to arrange proper aftercare supports
- Crisis response/triage (suicidal ideation/self-harm/harm to others), assessment, and follow-up
- Screening measures for all students as requested (not limited to SPED) (e.g., parent concerns re. ADHD, mood disorders, anxiety, etc.)
- Mental health observations for head start/pre-K as requested; collaboration with ECSC, OT, SLP
- Co-counseling with guidance counselor
- Assistance with med management/compliance
- Attend monthly child advocacy collaboration meetings

CONSULTATION

- On-going communication with teachers and administrators on integrating mental health needs with school-based service
- School Nurse
- PSP/SAT/SPED Dept.
- UNMC/SoC (Psychiatric & Medical consultation for in-school supports)
- Santee Health Clinic/IHS providers
- DTSU/Tribal Court for wraparound services
- HEART Therapists
- Stay current on outside providers; act as referral source to guide families
- Other outside agencies and medical providers

REPORTS/DOCUMENTATION

- Comprehensive psychological evaluation reports
- Medication oversight update form for psychiatric consults
- Ensure current releases of information for approved communication; awareness of limits of confidentiality
- Screening and assessment summaries
- Tracking forms

- 504/IEP/MDT and other IDEA/ADA reports/paperwork for compliance
- Progress notes; documentation on risk assessments, etc.
- Descriptive summaries, including ratings scales, to assist outside providers (Yankton Medical Clinic, Santee Clinic, etc.) in treatment for students

Appendix B

POSITION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
**Each person in position will receive full percentage						
Athletics	-	-	-	-	-	-
Athletic Director	8.0%	8.5%	9.0%	9.5%	10.0%	10.5%
Head Golf	8.5%	9.0%	9.5%	10.0%	10.5%	11.0%
Head Football	9.5%	10.0%	10.5%	11.0%	11.5%	12.0%
Asst. Football	5.5%	6.0%	6.5%	7.0%	7.5%	8.0%
Head Volleyball	9.5%	10.0%	10.5%	11.0%	11.5%	12.0%
Asst. Volleyball	5.5%	6.0%	6.5%	7.0%	7.5%	8.0%
Head Basketball	9.5%	10.0%	10.5%	11.0%	11.5%	12.0%
Asst. Basketball	5.5%	6.0%	6.5%	7.0%	7.5%	8.0%
Head Track	8.5%	9.0%	9.5%	10.0%	10.5%	11.0%
Asst. Track	5.0%	5.5%	6.0%	6.5%	7.0%	7.5%
JH FB/BB/VB	5.0%	5.5%	6.0%	6.5%	7.0%	7.5%
JH Track	4.0%	4.5%	5.0%	5.5%	6.0%	6.5%

HS Cross Country	8.5%	9.0%	9.5%	10.0%	10.5%	11.0%
JH Cross Country	4.0%	4.5%	5.0%	5.5%	6.0%	6.5%
Class Sponsors						
Senior Class	2.0%					
Junior Class	2.0%					
Sophomore Class	1.5%					
Freshman Class	1.5%					
8 th Grade	1.5%					
7 th Grade	1.5%					
Extra Curricular Activities						
Culture Club	8.0%	8.5%	9.0%	9.5%	10.0%	10.5%
Music	6.5%	7.0%	7.5%	8.0%	8.5%	9.0%
Cheerleading	3.5%	4.0%	4.5%	5.0%	5.5%	6.0%
Drama	4.5%	5.0%	5.5%	6.0%	6.5%	7.0%
Speech	3.0%	3.5%	4.0%	4.5%	5.0%	5.5%

Tech Support	6.0%					
Student Council	2.0%					
Yearbook Sponsor	8.0%					
Skills USA	3.0%					
Prom	4.0%					
SAT Coordinator - Elementary	4.0%					
SAT Coordinator - High School	4.0%					
Concession stand	4.0%					
FFA	8%					
FCCLA	8%					

Master

Contract

2021-2022

Between

The

Isanti Community Schools Board of Education

And

Isanti Education Association

PREAMBLE

This contract is for the 2021-2022 school year and was approved on March 1, 2021 by and between the Board of Education of the School District of Isanti Community School in the county of Knox, in the State of Nebraska (hereinafter referred to as the "Board" or "District" as the context may require) and the Isanti Education Association (hereinafter referred to as the "Association")

GENERAL PURPOSE

The Board and the Association recognize that the development of a quality educational program for the children attending the public school of Isanti is a joint responsibility which can best be achieved by agreement that all parties work toward common goals. The Board and the Association enter in this Contract with mutual dedication, recognizing that the experience, creativity and judgement of all parties is necessary to reach the educational needs of the community.

ARTICLE I

Recognition

The Board recognizes the Association as the exclusive and sole collective bargaining representative for all full-time certificated personnel with no administrative duties employed by the District.

ARTICLE II

Teacher Rights

- A. Nothing contained in this Contract shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed to be in addition to those provided in law.
- B. The Board will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the Board, or institution of a grievance under the terms of this Contract.

ARTICLE III

Grievance Procedure

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solution to the problems which may from time to time arise concerning the interpretation, application, or meaning of the terms and conditions of employment in this school district. An underlying principle of the grievance and procedure is to ensure fair and equitable treatment to the district's employees.

1. Definitions

- a. Grievance: Any claim or claims by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretation, or misapplication of all District policies covering terms and condition of employment including but not limited to, the terms of this Contract and any disciplinary action, non-renewal termination or cancellation actions taken by way of the provisions of Neb. Rev. Stat. 79-1236 through 79-1239
- b. Grievant: Teacher, group of teachers, or the Association making the claim as provided in Paragraph I. A.
- c. Time Limits: All time limits herein shall consist of teacher working days except when a grievance is submitted after the end of the school year; the time limits shall consist of all week days Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of rights to appeal to the next step. Failure of the Board or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.
- d. Grievance Meetings or Hearing: All meetings and hearings under this procedure up to and including Step 2 shall be conducted in private and shall include only the administration's representatives, the grievant, and the grievant's designated representatives. All parties shall have the right to record the proceedings of any hearing or meeting at all formal levels of the grievance procedure. Hearings before the board shall be closed, at the discretion of the grievant.

2. Association Representation

- a. A grievant shall have the right to have Association representatives present to represent the grievant at each level of the grievance procedure. Nothing herein shall be construed as limiting the right of any teacher to discuss their grievance informally with their immediate supervisor and having the grievance adjusted informally. The settlement shall not be inconsistent with the terms of the negotiated Contract.

3. Reprisals

No reprisal of any kind shall be taken against any employee who utilizes this grievance procedure.

4. Withdrawal of a Grievance

An employee may withdraw their grievance at any level of the procedure without fear of reprisal from any party.

5. Advanced Step Filing

The grievance shall be initially filed at the level where the decision resulting in the grievance was made.

6. The Procedure

The parties believe that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. When requested by the teacher, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved then the grievance shall be processed as follows:

STEP 1 The grievant shall present the grievance in writing to the employees' administrator. A hearing shall be held within three (3) days. Within two (2) days of the hearing the administrator shall provide a written answer to the grievance. Provisions shall be made for all parties in the case of unavoidable absences in the normal work days of the administration or the grievant.

STEP 2 The grievant may appeal the decision in Step 1 within six (6) days of receipt of the answer. The administrator shall arrange for a hearing with grievant within five (5) days of receipt of the appeal. Each party shall have the right to call such witnesses as deemed necessary to develop the facts pertinent to the grievance. The administrator will have four (4) days from the date of the hearing to provide the grievant a written decision. Provisions shall be made for all parties in the case of unavoidable absences in the normal work days of the administration or the grievant.

STEP 3 If the grievance is not resolved at Step 2, the grievant may appeal the grievance in writing to the Board president. Within ten (10) days from the date the appeal is received the Board president shall schedule a hearing on the grievance before the Board of Education: the hearing shall be held not later than thirty (30) days from the receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop facts pertinent to the grievance. The Board will have five (5) day from the date of the hearing to notify, in writing, the grievant of the Board's decision.

STEP 4 If the grievant is not satisfied with the disposition of the grievance at Step 3, or if a written decision has not been rendered within the time provided, the grievant within thirty (30) days of the Board's reply may notify the Board, in writing, of the intent to submit the grievance to binding arbitration. The arbitrator shall be chosen by the parties and shall be a person mutually acceptable to the Board and the grievant. If the Board of Education and the grievant are unable to agree on an arbitrator within ten (10) days after receipt of notice, an arbitrator shall be sought from the American Arbitration Association. The arbitrator shall have no power to alter the terms of any negotiated agreement, but shall be empowered to include in any award such financial reimbursements or remedies judged by the arbitrator proper to resolve the grievance. No evidence or positions shall be submitted to the arbitrator by either party which was not previously disclosed to the other party. The cost of the arbitrator shall be equally borne by the Board and the grievant. All other expenses shall be borne by the party incurring the expense. The decision of the arbitrator shall be binding upon both parties.

ARTICLE IV
Salaries

A. Salary Schedule

The salary of each full-time teacher covered by this Contract shall be determined by the salary schedule attached as Appendix A. Increases in pay shall always include experience increments and professional growth.

B. Initial Placement

When hired, teachers may be credited with all applicable experience in the subject area for which the teacher is hired, and placed on the schedule accordingly.

C. Base Salary

The base salary shall be \$40,370 for the 2021-2022 school year.

D. Horizontal Movement

The District/Superintendent shall be notified in writing of additional hours by May 31st and the intent to move on the salary schedule. The movement on the schedule shall take place accordingly. All graduate hours shall be approved by the Superintendent in advance. Additional hours shall be graduate credit hours from an accredited college of teacher education.

E. Vertical Movement

Teacher shall be placed on the proper vertical step in accordance with their experience in the district plus credited prior experience.

F. Advancement in the Absence of a Successor Contract

Each teacher employed by the District will receive vertical and horizontal advancement if applicable in the event this contract continues for the following school year in accordance with the provisions of Article XIII. (Subject to E above)

G. Extra Duty

Where a contractual agreement has been reached between an individual teacher and the district relating to the performance of extra-curricular duties, the salary shall be in accordance with the provisions of the extra duty/extra-curricular salary schedule attached as Appendix B. The District maintains the right to pay above the schedule and to determine the number of coaches and sponsors.

H. Waniyetu Pay

- I. Each Staff member will receive \$300 around December 15th of each calendar year.

ARTICLE V

Insurance and Annuities

A. Health Insurance

- a. The Board shall provide EHA Blue Cross/Blue Shield, Blue Preferred \$650 Deductible insurance coverage for single, employee and spouse, employee and children and family; and PPO 100%single dental A,B,C coverage for each teacher. Each teacher also has the option to include family dental coverage without additional cost to the district. The effective date of coverage shall be September 1 to August 31 of each year of employment. In the event of long-term illness or injury of the teacher, the District will continue insurance coverage for the teacher and/or family of the teacher for the remainder of the effective dates of coverage.

B. Life Insurance

- a. The Board shall provide group life insurance protection in the amount of \$10,000 to each full-time teacher covered by this Contract. Part-time teachers shall also receive life insurance.

C. Disability Insurance

- a. A Teacher may, at his/her election, purchase long-term disability insurance from the District's carrier at the Teacher's own expense. The Board will increase the Teacher's compensation by the amount equal to the premium for the insurance. Benefits shall be payable in accordance to LTD Policy at 66.67 percent of annual contractual salary. Benefits payments shall continue to age seventy (70) or until termination of disability, whichever occurs first.

D. Complete Annual Coverage

- a. For each teacher who remains in the employment of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve(12) month period.

ARTICLE VI
Terms of Employment

A. Teacher's Contract

Upon initial employment, the teaching contract issued to employees subject to this Contract shall be on a contract form recommend by the Commissioner of Education, a copy of which is attached to the Appendix and incorporated by reference. All contracts will be contingent upon the receipt of P.L. 81-874 Impact Aid Funds.

B. Release from Contract

Prior to the third Friday in May teachers who wish to be released from their contract shall be released therefrom upon written request filed with the Board of Education. Release from contract after the third Friday in May shall be mutually agreed to by both parties. There shall be no penalty for release from contract.

C. Normal Work Day

The normal work day for full-time teachers shall be between the hours of 8:00 A.M. and 4:00 P.M. plus weekly staff meetings.

D. Annual Employment Period

The annual employment period for teachers shall be up to 185 days. The requirement for students will be based on Nebraska Department of Education instructional hours as outlined in Rule 10.

ARTICLE VII

Teacher Assignment

- A. All teachers shall be granted not less than 250 minutes a week for purposes of preparation.
- B. All teachers shall be given a 30-minute duty free lunch as provided by Nebraska Revised Statute 79-8,107.

ARTICLE VIII

Leaves

A. Sick Leave and Discretionary Leave

B. Sick Leave

- a. Each teacher shall receive ten (10) days of sick leave per year. The days are not to affect current policies covering maternity and bereavement leave. Teachers may carry over any unused sick leave to the next year, up to an accumulation of fifty (50) days.
- b. Sick leave may be used for personal illness, illness of a spouse, parent, or child.
- c. If a teacher misses three (3) or more days in a row they may be required to provide a doctor's note verifying their illness.
- d. Teachers acquiring over fifty (50) days of sick leave will be paid substitute pay for any sick days in excess of 50 days payable at the last pay period in May each year.
- e. Teacher who have at least five (5) years credit or who retire from Isanti Public Schools will be paid for any unused sick leave at a rate of ½ of substitute pay.
- f. The Board shall furnish to each teacher a written statement September 1 setting forth the total of sick leave credit. Part-time teachers shall receive days prorated to percentage of employment.

C. Discretionary Leave

- a. Each teacher shall receive three (3) days of discretionary leave per year. Teachers may carry over a maximum of two (2) days a year to accumulate a total

of five (5) discretionary days. The teacher can never use more than five (5) discretionary days in any given year.

- b. Teachers who do not use their discretionary leave will be paid for unused days at the rate of a substitute teacher.
- c. Teachers may use discretionary leave days at their discretion, so long as no more than three teachers take discretionary leave on a given day. Discretionary leave will be allowed on a first-come, first-serve basis. When possible, teachers must provide administration with written notice at least three (3) working days prior to such an absence.
- d. Available discretionary leave time will be reduced by one (1) hour increments.
- e. The Board shall furnish to each teacher a written statement September 1 setting forth the total of discretionary leave credit. Part-time teachers shall receive days prorated to percentage of employment.

D. Sick Bank

- a. Membership in the bank is voluntary, but each member must donate one day of their annual sick leave to the bank per year, within the first ten days of the new contract year.
- b. Once days are donated to the bank, they cannot be withdrawn by any party without strict adherence to the policy regulation herein, regardless of employment status.
- c. When the bank accumulates to 60 days, all members will be considered vested.
- d. New members may gain a vested interest in the bank by donating 1 day per year for a period of five (5) years. If the bank is already at 60 days, the “new employee” will be kept in a separate account and used to replenish the bank before members are asked to donate again.
- e. A member will be able to use a maximum of 20 contract days from the bank per year.
- f. Preconditions to be met prior to the use of the sick leave bank:
 - i. The member must have exhausted all annual leave resources
 - ii. Use of the bank will be on a first-come, first serve basis.
 - iii. A doctor’s statement will be required to enter the sick leave bank.
 - iv. SEA may only grant use of the sick bank or may grant additional days upon receipt of written request, under extenuating circumstances.

E. Substitutes for Teachers

In case of absence from school, substitutes will be notified by the administrator for duty. Teachers must notify the designated administrator as soon as possible, but no later than 7:00 A.M.

F. Family Illness

Teachers shall be able to use their sick leave for illness in their immediate families.

G. Bereavement/Terminal Illness

Up to four (4) working days of paid leave shall be granted a teacher in the event of each death/terminal illness of an immediate family, i.e., mother, father, spouse, child, maternal or paternal grandparent, grandchild, brother, sister, or in-laws (mother, father, brother, sister, grandparent). Sick leave days may be used for additional funeral leave. The leave request time requirements will be waived in emergency situations.

H. Temporary Military

Teachers called into temporary active duty of any unit of the U.S. Reserves or the State National Guard shall be paid their regular pay. Verification shall be provided by the educator surrendering payment for said service.

I. Jury Duty

Teachers called into jury duty shall be paid their regular pay. Verification shall be provided by the educator surrendering payment for said service.

J. Adoption Leave

- a. Adoption leave with pay shall be granted to teachers requesting such leave for a period not to exceed ten (10) working days from the time custody of the child is received.
- b. Such leave shall be extended at the teacher's request with pay for a period not to exceed six weeks.

K. Child Rearing

- a. A teacher shall be granted leave with pay of ten (10) working days for child rearing at the approximate time of birth or incapacitation of the mother. Sick leave days may be used thereafter.
- b. Such leave shall be extended at the teacher's request with pay for a period not to exceed six weeks. However, teachers shall be entitled to use sick leave days without pay after utilizing the ten (10) paid working days for child rearing.

ARTICLE IX

Miscellaneous Provisions

A. Nondiscrimination

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application, or administration of this Contract on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

B. Board Policy

This Contract supersedes any Board policy which contradicts any terms of this Contract for the term of said Contract. The Board shall carry out the commitments contained herein. The Board shall provide the Association and all teaching employees with copies of all Board policies.

C. Separability

If any provision of this Contract or any application of this Contract to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. Compliance between Individual Contract and Master Contract

Any individual contract between the Board and an individual full-time teacher shall be subject to and consistent with the terms and conditions of this Contract.

ARTICLE X
Personnel File

A. File

Any teacher shall have the right, upon request to review the contents of their personnel file(s) and to receive copies at individual's expense of any documents contained therein.

B. Derogatory Material

No material derogatory to a teacher's conduct, service, character, performance or personality shall be placed in the teacher's personnel file unless the teacher has had the prior opportunity to review the material. The teacher shall acknowledge that they had the opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent or the Superintendent's designee and attached to the file copy.

C. No Separate File

Although the Board agrees to protect the confidentiality of personal reference, academic credentials and other similar personnel records, it shall not establish any separate personnel files(s) which is/are not available for the teacher's inspections.

ARTICLE XI
Safety

The parties agree that it is the responsibility of the Board to provide and maintain a safe place of employment. Consistent with the teacher's assignment, it is the responsibility of the teacher to report observed unsafe or hazardous practices or conditions. The principal or immediate supervisor will contact duly qualified personnel who will in turn make a timely inspection and take steps to remedy the condition.

ARTICLE XII Duration of Contract

This contract is approved as of March 1, 2021 and shall become effective for the 2021 - 2022 school year and remain in effect until a new contract has been negotiated.

ARTICLE XIII Reduction in Force (RIF) Policy

Amendment Attached March 1, 2021

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

- 1. Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number of percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.

- 2. Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

- 3. Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
 - a. Programs to be offered;
 - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate;
 - c. State and federal laws or regulations that may mandate certain employment practices;
 - d. Involvement in the programs and activities sponsored by the school district;
 - e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
 - f. The organizational and educational effect caused by multiple part-time certificated employees;
 - g. Formal and informal evaluation of staff performance by supervising administrators and if evaluations will be used as a criterion for a given reduction-in-force, the evaluation procedures shall be those adopted by board policy in effect at the time of the reduction and the evaluation forms shall be those on file with the Nebraska Department of Education for the district;
 - h. Any other reasons that are rationally related to the instruction in or administration of the school district.

- 4. Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.
 - a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
 - b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
 - c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
 - d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. Rights of Recall.

- a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.
- b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
- c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.
- d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. Current Teaching Certificate.

- a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
- b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

6. Address Records.

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

ARTICLE XIV
Document Authorization

In witness whereof the parties hereto caused this contract to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures to be placed herein, all on the day and year first above written.

Isanti Education Association

Isanti Community School
Board of Education

By _____
President

By _____
President

By _____
Chief Negotiator

By _____
Vice President

By _____
Negotiation team Member

By _____
Secretary

Date

Date

Rationalization
For
Reduction in Business Program 1 FTE
And
Reduction in Agricultural Program 1FTE
And
Increase Industrial Technology (Shop) 1 FTE

Isanti Community Schools currently has one (1) FTE of programming in the Business Education Department. Currently the following classes are being offered serving the following number of students:

- Personal Finance 7 Students
- Accounting 2 Students
- Info Tech 14 Students
- Middle School Computer 5 Students

Isanti Community Schools currently has one (1) FTE of programming in the Agricultural Department. Currently the following classes are being offered serving the following number of students:

- Agricultural 0 Students
- Environmental and Natural Resources 7 Students
- Intro to Agricultural 3 Students
- Food Products and Technology 11 Students
- Flora Cultural 3 Students
- Middle School Intro to Agricultural 9 Students

According to rule 10 schools are required to offer 80 instructional units in Career and Technical education of which we are currently offering 105 units. Career and Technical Education includes:

- Business
- Agricultural
- Family and Consumer Science
- Industrial Technology

One class is essentially five (5) instructional units. If we are offering 105 units it means we are offering 21 semester classes in Career and Technical Education. If we dropped Business and Agricultural we would need to be able to offer sixteen (16) classes in Career and Technical Education which would be four (4) classes of Family and Consumer Science and 4 classes of Industrial Technology each semester. We believe we have the student interest to offer 6 classes of both Family and Consumer Science and Industrial Technology each semester which would be a total of 120 instructional units.

Rationalization for Proposed Change: It is believed by the administration the needs of the student body of Isanti Community Schools can be most effectively met through robust

Industrial Technology and Family and Consumer Science Programs. Through a survey of the Secondary School student body nearly eighty percent (80%) of the students have shown a strong interest in the Industrial Technology offerings. Currently, in the high school the Business and Agricultural program together are serving forty-seven (47) of our high school students. It is also believed the previous administration created a schedule that made it difficult for students to take Family and Consumer Science. With an eye to the needs of the students, it is believed we would see a significant increase in the number of students enrolling in the Family and Consumer Science program.

The final argument against reducing the Business department is obviously there are students having the desire to take business classes. Our students would have the opportunity to take business classes from NICC. Therefore, our students would not be losing out on the opportunity to take business classes.

Summary: The rationalization behind eliminating the curricular offerings of Business and Agriculture are really two-fold.

1. It is believed through the addition of Industrial Technology and a schedule friendlier to Family and Consumer Sciences we will have curricular offerings of more interest to the high school students of Isanti Community Public Schools.
2. We will be able to reduce the FTE's in the district by one (1) FTE, as we will be reducing two (2) FTE's and only adding one (1) back.