

**Madison Board of Education, Madison District #1**

Board of Education Regular Meeting  
Monday, August 11, 2025 7:00 PM  
Middle School/High School Conference Room  
700 South Kent St.  
Madison, NE 68748-0450

*The sequence of items on the agenda is provided as a courtesy. The board reserves the right to consider items in any sequence deemed appropriate. Therefore, visitors are encouraged to attend the meeting from the beginning.*

1. Call the Meeting to Order
  - 1.1. Roll Call
  - 1.2. Pledge of Allegiance
  - 1.3. Open Meetings Act
  - 1.4. Madison Public Schools Mission Statement
2. Consent Agenda
  - 2.1. Accept the amended agenda as the official agenda
  - 2.2. Approve minutes of the previous meetings
  - 2.3. Accept submitted bills and payroll request and authorize payment of both
3. Public Forum for agenda items.
4. Administrator and Other Reports
5. Board Committee Reports/Meeting dates  
NASB Area Meeting in Norfolk on Wednesday, August 27 starting at 4:30. Register by August 21.
6. Action Items
  - 6.1. Discuss, consider, and take all necessary action to approve review BOE polices 4046-4064.
7. Topics for next month's Board of Education meeting.  
Budget Hearing  
Tax Request Hearing  
Budget approval
8. Public Forum for non agenda items.
9. Adjournment

*The board reserves the right to enter executive session if it deems it necessary to prevent needless injury to a staff member's reputation or for the protection of the public interest.*

**Meeting Notice Posted for July 2025 Meeting**

Front door of high school	07-01-2025
Library	07-01-2025
City Office	07-01-2025
Star Mail	07-03-2025

Oscar Calderon: Present, Kate Ebeling: Absent, Harlow Hanson: Present, Jim Knapp: Present, Matthew Reeves: Present, Steve Ruh: Present. Motion to excuse board member Kate Ebeling from the meeting passed with a motion by Jim Knapp and a second by Steve Ruh. Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

1. Call the Meeting to Order

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. Open Meetings Act
- 1.4. Madison Public Schools Mission Statement

2. Consent Agenda

Motion to approve consent agenda items 2.1, 2.2 & 2.3 as presented passed with a motion by Oscar Calderon and a second by Jim Knapp. Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

Albracht Disposal Service	Waste Disposal	675.00
Appeara	Supplies	410.31
Blick Classroom Art	Supplies	224.48
Brady & Amy's	Fuel	47.48
Choice Foods	Supplies	1,260.41
City of Madison	Utilities	15,111.01
Cornerstones of Care	Bist Services	11,000.00
Courtesy Ford of Norfolk	Maintenance	1,646.74
Crown Plaza Kearney	Travel	169.95
Curriculum Associates LLC	Supplies	10,454.95
Cutting Edge Lawn Care Service	Lawn Care	1,875.00
Eakes Office Solutions	Supplies/Maintenance	9,762.02
Educational Service Unit #7	Services	509.00
Educational Service Unit #8	Prof Dev	3,402.00
Emergent 3	Security	750.00
Ereflect Inc	Supplies	366.40
Estech Systems Inc	Phone Service	1,355.55
Fairfield Inn & Suites, Kearney	Travel	209.00
Fields Hardware	Supplies	15.43
Go Physical Therapy LLC	Services	1,346.80
GreatAmerica Financial Services Corporation	Copier Lease	1,273.90
Heartland Communications	Tech	35,985.30
Houghton Mifflin Co	Supplies	8,674.24
Irwin Law Firm	Prof Serv	6,990.00
J W Pepper & Son Inc	Supplies	28.49
Jackson Services	Supplies	501.79
Kens Trailer Sales & Repair LLC	Maintenance	699.09
Lunchtime Solutions, Inc.	Supplies	196.56
Madison Star Mail	Publications	114.44
Menards- Norfolk	Supplies/Elem Maintenance	769.61

Midwest Alarm Services	Alarm Service	455.00
MPS-Petty Cash	Reimbursement/Transfer	1,465.82
National Science Teachers Association	Registration	225.00
NE State Fire Marshal Agency	Inspection	108.00
Nebr Rural Community Schools	Dues	850.00
Noredink Corp	supplies	2,362.50
Northeast Community College	Training	672.00
One Source	Background Check	45.00
Otis Elevator Company	Elevator Maintenance	859.08
Pinkelman Truck and Trailer	Maintenance	3,043.70
Planbook Inc	Supplies	816.00
Renaissance Learning, Inc	Subscription	3,664.00
School Datebooks	Supplies	305.81
Siemek, Patrick	Reimb Travel	28.75
Software Unlimites, Inc.	Software	12,600.00
Subco Madison, LLC	Supplies	67.47
Teacher Direct	Supplies	102.80
Three Clover Mowing	Lawn Care	2,375.00
TK Elevator	Elevator Maintenance	373.35
Volkman Plumbing & Heating	Repairs	2,885.10
Water Engineering Inc	Water Service	525.91
Woodriver Energy	Utilities	2,373.37

3. Public Forum-Trent Osnes

4. Administrator and Other Reports

5. Board Committee Reports/Meeting dates

6. Action Items

7. Discuss, consider, and take all necessary action to approve breakfast and lunch prices for 2025-26.

Motion to approve breakfast and lunch prices for 2025-26 passed with a motion by Oscar Calderon and a second by Matthew Reeves. Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

8. Discuss, consider, and take all necessary action to approve rental of Alice Jones building for wrestling program.

Motion action to approve rental increase of \$1,000.00 yearly for the Alice Jones building for the wrestling program passed with a motion by Jim Knapp and a second by Harlow Hanson. Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

9. Discuss, consider, and take all necessary action to approve supplemental policy updates from KSB for BOE policies 2008, 5002, 5003, and 5031.

Motion to approve supplemental policy updates from KSB for BOE policies 2008, 5002, 5003, and 5031 passed with a motion by Steve Ruh and a second by Matthew Reeves. Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

10. Discuss, consider, and take all necessary action to approve Title I teacher hire.

Motion action to approve Title I teacher hire passed with a motion by Matthew Reeves and a second by Oscar Calderon. Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

11. Topics for next month's Board of Education meeting-Set Budget Hearings.

12. Adjournment

Motion to Adjourn at 8:25pm passed with a motion by Steve Ruh and a second by Oscar Calderon.

Kate Ebeling: Absent, Oscar Calderon: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Matthew Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0, Absent: 1

---

President

---

Secretary

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
<u>Checking</u>	06		
<b>Checking</b>	<b>06</b>	<b>Fund: 06 SCHOOL NUTRITION FUND</b>	
HOBART SALES & SERVICE	OC105823	maintenance from summer inspection	388.00
HOBART SALES & SERVICE	OC105824	maintenance from summer inspection	303.48
		<b>Vendor Total:</b>	<b>691.48</b>
US BANK	0005-8625 7.31.25	POS Machines	1,543.43
		<b>Vendor Total:</b>	<b>1,543.43</b>
		<b>Fund Total:</b>	<b>2,234.91</b>
		<b>Checking Account Total:</b>	<b>2,234.91</b>

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	5			
<b>Checking</b>	<b>5</b>	<b>Fund: 05</b>	<b>ACTIVITY FUND</b>	
ASCENT POLE RENTAL COMPANY	108	Pole vault poles	1,725.00	<b>Vendor Total: 1,725.00</b>
BRADY & AMY'S	6.26.25 62554	GBB Gas	56.23	<b>Vendor Total: 56.23</b>
CHOICE FOODS	001012531248	Gas for Track	52.99	
CHOICE FOODS	001013331728	GBB gas @TH	47.56	
CHOICE FOODS	001016200749	JV Boys BB Camp	64.75	
CHOICE FOODS	001017431502	B BB gas	7.43	
CHOICE FOODS	001020671918	Wrestling to Gothenburg gas	74.65	
CHOICE FOODS	001078490719	VB Midland gas	45.69	
CHOICE FOODS	001089261345	GBB Gas	41.94	<b>Vendor Total: 335.01</b>
CRILLY, JIM	Memorial for dad	Memorial for Jim's dad	25.00	<b>Vendor Total: 25.00</b>
CRILLY, JOE	GBB van fillup	2025 GBB fill up	77.78	<b>Vendor Total: 77.78</b>
CRILLY, KERRY	Memorial for FIL	Memorial for Jim's dad	25.00	<b>Vendor Total: 25.00</b>
MAHASKA	7013921	concessions	495.12	<b>Vendor Total: 495.12</b>
MERCH PAYOUT INFINITE CAMPUS ONLINE PAYMENTS FEES	7.15.25OnlinePmtFees	7.15.25OnlinePmtFees	0.25	
MERCH PAYOUT INFINITE CAMPUS ONLINE PAYMENTS FEES	7.17.25OnlinePmtFees	7.17.25OnlinePmtFees	0.20	
MERCH PAYOUT INFINITE CAMPUS ONLINE PAYMENTS FEES	7.25.25OnlinePmtFees	7.25.25OnlinePmtFees	9.07	
MERCH PAYOUT INFINITE CAMPUS ONLINE PAYMENTS FEES	7.31.25OnlinePmtFee	7.31.25 Online Pmt Fee	3.00	
MERCH PAYOUT INFINITE CAMPUS ONLINE PAYMENTS FEES	7.31.25OnlinePmtFees	7.31.25OnlinePmtFees	2.61	
MERCH PAYOUT INFINITE CAMPUS ONLINE PAYMENTS FEES	7.8.25OnlinePmtFees	7.8.25OnlinePmtFees	0.30	<b>Vendor Total: 15.43</b>
OSNES, TRENT	ReimGas2025Goth enbur	Fuel for Vans - Gothenburg G&B WR Camp	94.74	<b>Vendor Total: 94.74</b>
RYZER	9883702	Ball Handling VB Camp	45.00	<b>Vendor Total: 45.00</b>
SYNCB/AMAZON	112-1518247-6325061	AD Office supplies	102.85	
SYNCB/AMAZON	114-0108207-50402712	supplies	267.22	
SYNCB/AMAZON	114-0667000-6360261	supplies	80.38	
SYNCB/AMAZON	114-6486306-7673068	supplies	58.19	

**Board Report**

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
SYNCE/AMAZON	1140108207- 5040271	supplies	17.44	
				<b>Vendor Total: 526.08</b>
US BANK	6.25	June 25 Athleticnet Athleticnet sub subscription	9.99	
				<b>Vendor Total: 9.99</b>
WEBSTAUANT STORE	112101699	Popcorn Machine & Pretzel Warmer	1,768.99	
				<b>Vendor Total: 1,768.99</b>
				<b>Fund Total: 5,199.37</b>
				<b>Checking Account Total: 5,199.37</b>

Madison Public Schools					
ACTIVITY FUND	Fund 05				
July 2025					
Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
AD	9,280.99	1,202.85	78.00	0.00	8,156.14
Art Club	2,620.84	0.00	0.00	0.00	2,620.84
Band	1,264.92	0.00	0.00	0.00	1,264.92
Boys BB	4,157.92	0.00	0.00	0.00	4,157.92
Boys BB FR	4,282.63	72.18	0.00	0.00	4,210.45
Cheerleaders	3,459.83	0.00	0.00	0.00	3,459.83
Class of 2025	153.00	0.00	0.00	0.00	153.00
Class of 2026	1,000.65	0.00	20.00	0.00	1,020.65
Class of 2027	1,620.00	0.00	40.00	0.00	1,660.00
Class of 2028	859.99	0.00	0.00	0.00	859.99
Concessions	16,167.39	2,264.11	123.60	0.00	14,026.88
Courtesy	2,052.10	50.00	0.00	0.00	2,002.10
Cross Country	907.66	0.00	0.00	0.00	907.66
Cross Country FR	492.11	0.00	0.00	0.00	492.11
Daneline	1,580.07	0.00	0.00	0.00	1,580.07
District Funds	927.98	815.43	367.97	0.00	480.52
Elem Activity Acct	9,082.85	0.00	41.00	0.00	9,123.85
Elem Student Council	264.84	0.00	0.00	0.00	264.84
Elementary ASP	59.72	0.00	0.00	0.00	59.72
ELL Class	521.82	0.00	0.00	0.00	521.82
Emergency Assistance	1,533.24	0.00	0.00	0.00	1,533.24
Ethnic Diversity Club	2,662.04	0.00	0.00	0.00	2,662.04
FCCLA	1,542.23	0.00	0.00	0.00	1,542.23
FFA	7,448.83	0.00	250.00	0.00	7,698.83
Football	0.00	0.00	0.00	0.00	0.00
Football FR	1,465.18	0.00	0.00	0.00	1,465.18
Girls BB	1,582.50	0.00	830.00	0.00	2,412.50
Girls BB FR	8.77	1,053.51	1,100.00	0.00	55.26
Golf	300.76	0.00	0.00	0.00	300.76
Golf FR	680.40	0.00	0.00	0.00	680.40
Homecoming	100.00	0.00	0.00	0.00	100.00
Honor Society	441.83	0.00	0.00	0.00	441.83
HS Girls Wrestling Fundraiser	1,726.75	84.70	0.00	0.00	1,642.05
HS Girls Wrestling	3,744.21	0.00	0.00	0.00	3,744.21
HS Student Council	1,633.38	0.00	0.00	0.00	1,633.38
M Club	2,634.72	0.00	3,400.00	0.00	6,034.72
MS Activity Acct	4,038.50	423.23	0.00	0.00	3,615.27
MS Houses	2,086.25	0.00	850.00	0.00	2,936.25
Music Boosters	6,601.40	0.00	0.00	0.00	6,601.40
Musical	207.89	0.00	0.00	0.00	207.89
One Act Plays	1,498.82	0.00	0.00	0.00	1,498.82
Quiz Bowl	1,512.91	0.00	0.00	0.00	1,512.91
Resale	741.53	0.00	0.00	0.00	741.53
Scholarships	14,164.25	0.00	609.76	0.00	14,774.01
Secondary Act Acct	2,575.11	0.00	1,000.00	0.00	3,575.11
Soccer	874.70	0.00	0.00	0.00	874.70
Soccer FR	2,576.79	0.00	0.00	0.00	2,576.79
Speech	132.00	0.00	0.00	0.00	132.00
Sports Nutrition	150.00	0.00	0.00	0.00	150.00
Teachers	2,563.71	0.00	0.00	0.00	2,563.71
Track	403.86	9.99	336.05	0.00	729.92
Track FR	1,840.30	977.99	0.00	0.00	862.31
Uniform Replacement	0.00	0.00	0.00	0.00	0.00

Volleyball	732.07	0.00	0.00	0.00	732.07
Volleyball FR	6,019.90	90.69	2,276.07	0.00	8,205.28
Water Quality Project	4,038.94	0.00	0.00	0.00	4,038.94
Weightroom	973.19	0.00	0.00	0.00	973.19
Wrestling	3,561.88	0.00	591.05	0.00	4,152.93
Wrestling FR	1,276.27	84.69	0.00	0.00	1,191.58
Yearbook	776.68	0.00	0.00	0.00	776.68
	<b>147,609.10</b>	<b>7,129.37</b>	<b>11,913.50</b>	<b>0.00</b>	<b>152,393.23</b>

Madison Public Schools					
LUNCH FUND	Fund 06				
July 2025					
Chart of Account Description	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
FUND BALANCE	103,828.13	2,234.91	190.21	0.00	101,783.43
	<b>103,828.13</b>	<b>2,234.91</b>	<b>190.21</b>	<b>0.00</b>	<b>101,783.43</b>

Madison Public Schools					
STUDENT ACTIVITY FEE	Fund 12				
July 2025					
<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
FUND BALANCE	10.35	0	120	0	130.35
	<b>10.35</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>130.35</b>

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
<u>Checking</u>	1		
<b>Checking</b>	<b>1</b>	<b>Fund: 01 GENERAL FUND</b>	
ALBRACHT DISPOSAL SERVICE	107945	WASTE DISPOSAL	350.00
ALBRACHT DISPOSAL SERVICE	107946	WASTE DISPOSAL	325.00
		<b>Vendor Total:</b>	<b>675.00</b>
APPEARA	0725 STMT	SERVICE	513.71
		<b>Vendor Total:</b>	<b>513.71</b>
BSN SPORTS, LLC	929802628	SUPPLIES	343.20
		<b>Vendor Total:</b>	<b>343.20</b>
BULLSEYE FIRE PROTECTION	99874	MAINTENANCE	766.63
		<b>Vendor Total:</b>	<b>766.63</b>
CHOICE FOODS	001079461229	FUEL	81.41
		<b>Vendor Total:</b>	<b>81.41</b>
CITY OF MADISON	0725 5045001	UTILITIES	468.18
CITY OF MADISON	0725 5095001	UTILITIES	93.92
CITY OF MADISON	0725 5097002	UTILITIES	105.34
CITY OF MADISON	0725 8181001	UTILITIES	93.50
CITY OF MADISON	0825 7007001	UTILITIES	2,226.42
CITY OF MADISON	0825 7008001	UTILITIES	5,496.39
		<b>Vendor Total:</b>	<b>8,483.75</b>
COMPLETE FLOORS INC	6643	MAINTENANCE	20,684.00
		<b>Vendor Total:</b>	<b>20,684.00</b>
COPPERLINE ELECTRIC CO	1817	MAINTENANCE	4,104.23
		<b>Vendor Total:</b>	<b>4,104.23</b>
COURT FLOORS	0725 INV	MAINTENANCE	3,800.00
		<b>Vendor Total:</b>	<b>3,800.00</b>
COURTESY FORD OF NORFOLK	668994	MAINTENANCE	60.95
COURTESY FORD OF NORFOLK	669048	MAINTENANCE	60.95
COURTESY FORD OF NORFOLK	669119	MAINTENANCE	60.95
COURTESY FORD OF NORFOLK	669299	MAINTENANCE	60.95
		<b>Vendor Total:</b>	<b>243.80</b>
CUTTING EDGE LAWN CARE SERVICE	2706	LAWN CARE	1,500.00
		<b>Vendor Total:</b>	<b>1,500.00</b>
DENT SPECIALISTS	145631	MAINTENANCE	482.00
DENT SPECIALISTS	145671	MAINTENANCE	1,030.50
		<b>Vendor Total:</b>	<b>1,512.50</b>
EAKES OFFICE SOLUTIONS	9161970-0	SUPPLIES	1,475.69
EAKES OFFICE SOLUTIONS	9161970-1	SUPPLIES	294.12
EAKES OFFICE SOLUTIONS	9162116-0	SUPPLIES	0.00
EAKES OFFICE SOLUTIONS	9172191-0	SUPPLIES	156.80
EAKES OFFICE SOLUTIONS	9172192-0	SUPPLIES	438.02
		<b>Vendor Total:</b>	<b>2,364.63</b>
EDUCATIONAL SERVICE UNIT #8	INV-011914	DISTANCE LEARNING	1,757.22

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
EDUCATIONAL SERVICE UNIT #8	INV-011949	PROF DEV	160.00	
EDUCATIONAL SERVICE UNIT #8	INV-011958	PROF DEV	475.00	
EDUCATIONAL SERVICE UNIT #8	INV-011962	PROF DEV	360.00	
				<b>Vendor Total: 2,752.22</b>
ELGIN PUBLIC SCHOOLS	2025-004	SERVICES	934.96	
				<b>Vendor Total: 934.96</b>
ESTECH SYSTEMS INC	223182	PHONE SERVICE	1,304.05	
				<b>Vendor Total: 1,304.05</b>
ESU COORDINATING COUNCIL	CANV000224	SUPPLIES	1,687.50	
ESU COORDINATING COUNCIL	COOP003132	LICENSE	356.00	
				<b>Vendor Total: 2,043.50</b>
FIELDS HARDWARE	0725 STMT	SUPPLIES	18.57	
				<b>Vendor Total: 18.57</b>
FOLLETT SOFTWARE LLC	1585864	SUBSCRIPTION	3,836.88	
				<b>Vendor Total: 3,836.88</b>
FORWARD EDUCATION	S0123937	SUPPLIES	227.00	
				<b>Vendor Total: 227.00</b>
GOPHER	IN456542	SUPPLIES	533.91	
				<b>Vendor Total: 533.91</b>
GREATAMERICA FINANCIAL SERVICES CORPORATION	39755277	COPIER LEASE	365.17	
				<b>Vendor Total: 365.17</b>
HEARTLAND COMMUNICATIONS	75754	MAINTENANCE	980.00	
				<b>Vendor Total: 980.00</b>
HIRERIGHT LLC, INC	P1283283	SUBSCRIPTION	306.60	
				<b>Vendor Total: 306.60</b>
HOME2 SUITES BY HILTON - KEARNEY NE	91795409	TRAVEL	279.90	
HOME2 SUITES BY HILTON - KEARNEY NE	92308817	TRAVEL	559.80	
HOME2 SUITES BY HILTON - KEARNEY NE	92838321	TRAVEL	419.85	
HOME2 SUITES BY HILTON - KEARNEY NE	94687249	TRAVEL	279.90	
HOME2 SUITES BY HILTON - KEARNEY NE	97030385	TRAVEL	425.85	
HOME2 SUITES BY HILTON - KEARNEY NE	97582769	TRAVEL	279.90	
				<b>Vendor Total: 2,245.20</b>
JACKSON SERVICES	5601919	SERVICE	85.10	
JACKSON SERVICES	5601920	SERVICE	165.95	
JACKSON SERVICES	5611126	SERVICE	85.10	
JACKSON SERVICES	5611127	SERVICE	166.01	
				<b>Vendor Total: 502.16</b>
KSB SCHOOL LAW	19457	LEGAL SERVICES	320.00	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>320.00</b>
MADISON STAR MAIL	16525	PUBLICATIONS	13.09	
MADISON STAR MAIL	16547	PUBLICATIONS	9.82	
MADISON STAR MAIL	16554	PUBLICATIONS	10.91	
MADISON STAR MAIL	16555	PUBLICATIONS	15.71	
MADISON STAR MAIL	16556	PUBLICATIONS	95.13	
			<b>Vendor Total:</b>	<b>144.66</b>
MATTEO SAND & GRAVEL CO	31827	SUPPLIES	155.22	
			<b>Vendor Total:</b>	<b>155.22</b>
MENARDS - NORFOLK	76907	SUPPLIES	45.69	
MENARDS - NORFOLK	77067	SUPPLIES	42.72	
MENARDS - NORFOLK	77241	SUPPLIES	67.29	
MENARDS - NORFOLK	77287	SUPPLIES	55.52	
MENARDS - NORFOLK	77542	SUPPLIES	89.20	
MENARDS - NORFOLK	77683	SUPPLIES	203.70	
MENARDS - NORFOLK	77795	SUPPLIES	15.92	
MENARDS - NORFOLK	77847	SUPPLIES	47.41	
MENARDS - NORFOLK	77861	SUPPLIES	234.64	
MENARDS - NORFOLK	78021	SUPPLIES	199.88	
MENARDS - NORFOLK	78023	SUPPLIES	314.91	
			<b>Vendor Total:</b>	<b>1,316.88</b>
MPS ACTIVITY FUND	0825 TRANS	TRANSFER	7,400.00	
MPS ACTIVITY FUND	0825 TRANSFER	TRANSFER	60,000.00	
			<b>Vendor Total:</b>	<b>67,400.00</b>
MPS DEPRECIATION RESERVE	0825 TRANSFER	TRANSFER	250,000.00	
			<b>Vendor Total:</b>	<b>250,000.00</b>
MPS-PETTY CASH	0825 REIMB	REIMBURSEMENT	180.00	
			<b>Vendor Total:</b>	<b>180.00</b>
NE STATE FIRE MARSHAL AGENCY	134807	INSPECTION	72.00	
			<b>Vendor Total:</b>	<b>72.00</b>
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	25-26 MEMBERSHIP	MEMBERSHIP	2,735.00	
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	87668	REGISTRATION	1,525.00	
			<b>Vendor Total:</b>	<b>4,260.00</b>
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LABORATORY	593183	WATER TESTING	14.00	
			<b>Vendor Total:</b>	<b>14.00</b>
ONE SOURCE	2022185226	BACKGROUND CHECK	47.00	
			<b>Vendor Total:</b>	<b>47.00</b>
PEARSON EDUCATION INC	29083726	SUBSCRIPTION	1,259.28	
			<b>Vendor Total:</b>	<b>1,259.28</b>
PFEIFER AUTO BODY	1115100	REPAIRS	2,548.26	
			<b>Vendor Total:</b>	<b>2,548.26</b>

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
PITNEY BOWES BANK INC RESERVE ACCOUNT	0725 STMT	POSTAGE	1,000.00	
		<b>Vendor Total:</b>		<b>1,000.00</b>
REALLY GOOD STUFF	8867468	SUPPLIES	21.94	
		<b>Vendor Total:</b>		<b>21.94</b>
SCHOOL FIX	622974A	SUPPLIES	416.55	
SCHOOL FIX	622974B	SUPPLIES	1,009.95	
		<b>Vendor Total:</b>		<b>1,426.50</b>
SCHOOL NURSE SUPPLY, INC	INV1059038	SUPPLIES	1,085.17	
SCHOOL NURSE SUPPLY, INC	INV1059219	SUPPLIES	473.25	
		<b>Vendor Total:</b>		<b>1,558.42</b>
SCHOOL-TECH, INC.	680915	SUPPLIES	78.65	
		<b>Vendor Total:</b>		<b>78.65</b>
SECURITY SHREDDING SERVICES	23425	DISPOSAL	40.00	
		<b>Vendor Total:</b>		<b>40.00</b>
SHORT STOP, THE	811931	FUEL	3.02	
		<b>Vendor Total:</b>		<b>3.02</b>
STERLING COMPUTERS	0212725	SUPPLIES	6,514.70	
STERLING COMPUTERS	0213597	SUPPLIES	3,782.03	
		<b>Vendor Total:</b>		<b>10,296.73</b>
THORNBURG, JAMES	0725 REIMB	REIMB	32.70	
		<b>Vendor Total:</b>		<b>32.70</b>
THREE CLOVER MOWING	0004-25	LAWN CARE	2,375.00	
		<b>Vendor Total:</b>		<b>2,375.00</b>
TWD LOCK, SAFE & KEY	13251	SUPPLIES	145.08	
		<b>Vendor Total:</b>		<b>145.08</b>
VOLKMAN PLUMBING & HEATING	220322	MAINTENANCE	534.00	
		<b>Vendor Total:</b>		<b>534.00</b>
WATER ENGINEERING INC	IN205038	WATER SERVICE	308.79	
WATER ENGINEERING INC	IN205039	WATER SERVICE	217.12	
		<b>Vendor Total:</b>		<b>525.91</b>
WILLIAM V. MACGILL & CO.	20250730	SUPPLIES	242.45	
		<b>Vendor Total:</b>		<b>242.45</b>
		<b>Fund Total:</b>		<b>407,120.78</b>
		<b>Checking Account Total:</b>		<b>407,120.78</b>

**September 2024 Board Meeting:**

Bond Fund:

BOK Financial \$ 9,980.12 Bond Payment

Special Building Fund:

Five Points Bank \$ 62,291.66 Interest payment on elementary project

Volkman \$ 62,916.03 Billing #2 on Air Conditioner

**October 2024 Board Meeting:**

Depreciation Fund:

Complete Floors \$ 26,836.00 Elementary Classroom flooring

Complete Floors \$ 2,687.00 High School flooring

Special Building Fund:

Volkman \$ 33,786.80 Billing #3 on Air Conditioner

Volkman \$ 32,627.17 Billing #4 on Air Conditioner

**November 2024 Board Meeting:**

Bond Fund:

BOK Financial \$ 193,696.25 Bond payment

QP Fund:

ComputerShare \$ 700.00 Administrative Charge

Special Building Fund:

DWB, Inc. \$ 72,151.00 Walkway Construction

**December 2024 Board Meeting:**

Special Building Fund:

Volkman \$ 10,000.00 Final Billing on Air Conditioner

**January 2025 Board Meeting:**

No new bills

**February 2025 Board Meeting:**

Special Building Fund:

DWB, INC. \$ 5,033.00 Door Installation in New Gym

**March 2025 Board Meeting:**

Bond Fund:

BOK Financial \$ 684.64 Bond interest expenses

Special Building Fund:

Voss \$ 29,064.00 Down payment on Elementary LED

Five Points Bank \$ 61,276.04 Interest Payment on Elementary Project

**April 2025 Board Meeting:**

Depreciation:

Anderson Ford \$ 27,799.00 Pickup Purchase

Petty Cash \$ 500.00 Reimburse for down payment on Pickup

**May 2025 Board Meeting:**

Depreciation:

Gregg Young Chevrolet \$ 24,589.00 Chevrolet Trax

Bond Fund:

BOK Financial \$ 3,268.75 Interest payment

Special Building:

Volkman Plumbing & Heating \$ 120,395.00 Installation of HVAC

**June 2025 Board Meeting:**

None as of board report posting

**July 2025 Board Meeting:**

QP Fund

Computershare \$ 42,524.81 Payment due 8/15

Special Building Fund:

Voss Lighting \$ 43,596.00 Balance of Elementary LED Upgrade

Heartland Communication \$ 15,895.00 Bell/Intercom System and Installation

**August 2025 Board Meeting:**

Special Building Fund:

Heartland Communication \$ 980.00 Wall Mounted Speakers and Labor

**MADISON PUBLIC SCHOOLS  
TREASURER'S REPORT**

July 31, 2025

**General Fund**

				<u>BALANCE</u>	<u>Last year's balance</u>
Balance Forward as of	<u>June 30, 2025</u>			\$5,723,108.35	
Receipts		+	\$ 129,324.20		
Expenditures		-	\$ 719,534.11		
Balance as of	<u>July 31, 2025</u>			<u>\$5,132,898.44</u>	\$3,969,098.17

**Employee Benefit Fund**

Balance Forward as of	<u>June 30, 2025</u>			\$11,805.27	
Receipts		+	\$ 3,386.70		
Expenditures		-	\$ 2,820.67		
Balance as of	<u>July 31, 2025</u>			<u>\$12,371.30</u>	\$18,552.63

**Petty Cash Fund**

Balance Forward as of	<u>June 30, 2025</u>			\$1,034.73	
Receipts		+	\$ 1,466.18		
Expenditures		-			
Balance as of	<u>July 31, 2025</u>			<u>\$2,500.91</u>	\$1,603.91

**Total Assets for General Fund**

**\$5,147,770.65** \$3,889,254.71

**Depreciation Fund**

Balance Forward as of	<u>June 30, 2025</u>			\$317,432.29	
Receipts		+	\$ 744.10		
Expenditures		-			
Balance as of	<u>July 31, 2025</u>			<u>\$318,176.39</u>	\$347,259.93

**Bond Fund**

Balance Forward as of	<u>June 30, 2025</u>			\$185,761.39	
Receipts		+	\$ 67.91		
Expenditures		-			
Balance as of	<u>July 31, 2025</u>			<u>\$185,829.30</u>	\$283,659.11

**Qualified Capital Purpose Fund**

Balance Forward as of	<u>June 30, 2025</u>			\$659,959.61	
Receipts		+	\$ 1,794.15		
Expenditures		-	\$ 42,524.81		
Balance as of	<u>July 31, 2025</u>			<u>\$619,228.95</u>	\$642,309.49

**Special Building Fund**

Balance Forward as of	<u>June 30, 2025</u>			\$2,435,377.08	
Receipts		+	\$ 12,559.66		
Expenditures		-	\$ 59,491.00		
Balance as of	<u>July 31, 2025</u>			<u>\$2,388,445.74</u>	\$2,319,106.59

**Investment Checking**

Balance Forward as of	<u>June 30, 2025</u>			\$368,344.93	
Receipts		+	\$ 1,066.03		
Expenditures		-	\$ -		
Balance as of	<u>July 31, 2025</u>			<u>\$369,410.96</u>	\$356,115.96

GENERAL FUND RECEIPTS		Through July 31, 2025			
LINE #	DESCRIPTION	BUDGET	CURRENT RECEIPTS		
	TOTAL LOCAL	\$ 6,624,321.00	\$ 7,626,464.70		
	TOTAL STATE AID	\$ 844,893.00	\$ 844,893.00		
	TOTAL FEDERAL	\$ 932,000.00	\$ 2,310,027.86		
1510	Interest		\$ 80,327.17		
1800	Community Service (ChildCare)		\$ 47,564.00		
1920	Grants/Donations				
2210	ESU Receipts		\$ 885.06		
3120	SPED Reimbursement		\$ 815,860.00		
3125	SPED - Transportation		\$ 36,019.00		
3155	Textbook Loan				
3400	State Apportionment		\$ 208,947.19		
3551	Education Quest		\$ 10,024.55		
3512	Distance Learning		\$ 949.45		
3535	High Ability Learners				
3590/3599	Other State Receipts		\$ 2,465.62		
4105	ERate				
4212	Title I - Support For Improvement		\$ 136,634.00		
4310	REAP		\$ 37,467.00		
4421/22/23	IDEA - ARP				
4505	Title I		\$ 207,192.00		
4508	Title ID Delinquent Ed		\$ 84,997.00		
4509	Title IIA		\$ 30,328.00		
4510	Title IV ESSA				
4512	IDEA Base				
4516/4518	Idea Prop Share/Poverty		\$ 151,187.00		
4521	IDEA PS				
4525	Perkins		\$ 12,656.72		
4526	Migrant		\$ 59,238.00		
4530	Family Litercy/Other Federal Receipts		\$ 2,000.00		
4531	21st Century		\$ 28,234.00		
4708	Medicaid in Public Schools		\$ 2,551.55		
4709	Neb-Mac Funds		\$ 6,677.82		
4991/4969	ESSA		\$ 11,388.00		
4988/4989	ARPELO		\$ 47,159.00		
4996/4998	ARP		\$ 352,592.00		
5301	Insurance Adjustments		\$ 6,304.00		
9000	Misc Non Revenue Receipts/Transfers		\$ 10,706.90		
		ESTIMATED BUDGET OF EXPENDITURES			
		CURRENT BUDGET	CURRENT SPENDING		Remaining
1100	REGULAR EDUCATION	\$ 5,000,000.00	\$ 4,443,788.58		11%
1200	SPECIAL EDUCATION	\$ 1,500,000.00	\$ 882,166.33		41%
2100/2190	SUPPORT SERVICES - PUPILS	\$ 800,000.00	\$ 715,877.45		11%
2200	SUPPORT SERVICES - STAFF	\$ 400,000.00	\$ 214,925.40		46%
2310	BOARD OF EDUCATION	\$ 50,000.00	\$ 37,885.17		24%
2320	EXECUTIVE ADMINISTRATION	\$ 250,000.00	\$ 169,063.09		32%
2330	DISTRICT LEGAL SERVICES	\$ 10,000.00	\$ 7,937.70		21%
2410	OFFICE OF THE PRINCIPAL	\$ 400,000.00	\$ 301,241.22		25%
2500	GENERAL ADMINISTRATION/BS	\$ 350,000.00	\$ 241,845.80		31%
2600	MAIN. & OPERATION OF BLDs.	\$ 950,000.00	\$ 784,395.10		17%
2710	REGULAR TRANSPORTATION	\$ 150,000.00	\$ 81,846.45		45%
2712/2730	SCHOOL AGE SPED TRAN.	\$ 100,000.00	\$ 89,140.30		11%
3155	TEXTBOOK LOAN	\$ 5,000.00			
3300	COMMUNITY SERVICES (Childcare)	\$ 200,000.00	\$ 185,332.39		
3400	PRIVATE/CATEGORICAL GRANTS	\$ 7,500.00	\$ 10,000.00		
3535/3551	STATE PROGRAMS	\$ 7,500.00	\$ 19,614.32		
6000	FEDERAL PROGRAMS	\$ 1,500,000.00	\$ 462,358.77		69%
8000	TRANSFER TO DEPRECIATION	\$ -			
8000	TRANSFER TO ATHLETICS/LUNCH	\$ 50,000.00			
8000	TRANSFER TO OTHERS	\$ 100,000.00			
	BUDGET GROWTH	\$ 404,751.00			100%
	TOTAL BUDGET	\$ 12,234,751.00	\$ 8,647,418.07		29%

# Madison Public Schools

**Justin Frederick**

*Superintendent*

**Jim Crilly**

*HS Principal*

**Reid Ehrisman**

*MS Principal/EL*

**Karla Kush**

*Elementary Principal*

700 So Kent St.

P.O. Box 450

Madison, NE 68748

District Phone (402) 454-3336 Fax (402) 454-2238

Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Travis Jordan**

*Director of CAI*

**Landon Mackey**

*Athletic Director*

**Celine Filsinger**

*Office Manager*

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

## August 2025 Board Report Landon Mackey, Athletic Director

- HS Fall sports (volleyball, football, and cross country) practices began on Monday, August 11<sup>th</sup>. MS Fall sports meetings were August 15<sup>th</sup> and will begin August 18<sup>th</sup>.
- First competitions:
  - Volleyball 8/28 vs Niobrara-Verdigre
  - Football 8/29 vs Omaha Christian Academy
  - Cross Country 9/4 @ Wisner-Pilger Invitational
- Attended the 2025 NDE Administrators' Days Conference in Kearney (July 23<sup>rd</sup>-24<sup>th</sup>). Here are the key sessions attended:
  - The Energy Instinct – Erin King, ProactPulse
    - Understanding how to connect as a team through energy leadership styles.
  - A Look at Coaching Leadership – Julie Downing
    - How to use instructional coaching effectively through leadership panel.
  - Principals as Instructional Leaders – Brooke Kavan
    - How to juggle student discipline to teacher evaluation with tips on instructional leadership.
- Nebraska Coaches Association clinic in Lincoln was held July 22<sup>nd</sup>-23<sup>rd</sup>. Individual coaches meetings will be held to goal plan and collaborate on the needs of each program.
- Each fall sports coach will have to take the Head, Heart and Heat certification courses required through the NSAA and NFHS, once every three years.
- Coaches/sponsors meeting will be held during inservice days.
- East Husker Conference will be held in West Point Wednesday, August 20<sup>th</sup> @ 6:30 pm. Head coaches and myself will attend those meetings.
- Big Red Gatorade Scrimmages will be Friday, August 22<sup>nd</sup>. Team photos and brag buttons will take place that afternoon.
- High School Fall Coaches:
  - Volleyball—Samantha Jacobson, Whitney Zessin, Rachel Jackson
  - Football—Landon Mackey, Chris Miller, Travis Jordan
  - Cross Country—Dan Fuhs, Julia Sueper

# Madison Public Schools

**Justin Frederick**

*Superintendent*

**Jim Crilly**

*HS Principal*

**Reid Ehrisman**

*MS Principal*

**Karla Kush**

*Elementary Principal*

700 So Kent St.

P.O. Box 450

Madison, NE 68748

District Phone (402) 454-3336 Fax (402) 454-2238

Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Travis Jordan**

*Director of CAI*

**Landonn Mackey**

*Athletic Director*

**Celine Filsinger**

*Office Manager/HR*

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

## Jim Crilly HS Principal August 2025 Board Report-

Enrollment and attendance numbers in September after registration is complete.

- Registration Days went very smooth, special thanks to Jackie/Lisa and everyone else who helped out.
- 3 new teachers in the High School this year. They have all been in over the summer and seem excited to get started.
- Shout out to custodial staff for the work they did over the summer.
- First Day of full classes will be August 15<sup>th</sup>. August 14<sup>th</sup> is an early 2:00 dismissal. I will meet with all classes and talk about schedules, rules, expectations and procedures.

# Madison Public Schools

**Justin Frederick**

*Superintendent*

**Jim Crilly**

*HS Principal*

**Reid Ehrisman**

*MS Principal/EL*

**Karla Kush**

*Elementary Principal*

700 So Kent St.

P.O. Box 450

Madison, NE 68748

District Phone (402) 454-3336 Fax (402) 454-2238

Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Travis Jordan**

*Director of CAI*

**Landonn Mackey**

*Athletic Director*

**Celine Filsinger**

*Office Manager*

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

Mrs. Kush – August 7, 2025

Elementary Principal

## Number of Students in Elementary School

Grade Level	8/7/25
PreK-3	20
PreK-4	21
Kindergarten	41
1 <sup>st</sup> Grade	46
2 <sup>nd</sup> Grade	37
3 <sup>rd</sup> Grade	37
4 <sup>th</sup> Grade	45
5 <sup>th</sup> Grade	42
<b>Total</b>	<b>289</b>
Last year ended with 309	

## Attendance Percentage

<b>Last Year's Average</b>
95.7%

1. Thanks for allowing us to attend Administrators' Day. I really enjoy getting to connect with many of the administrators I hear from on different levels through the school year. There were some great speakers and break out sessions as well.
2. We had three staff at a table for National Night Out on August 5<sup>th</sup>. I appreciated the willingness from Erin Mackey, Lane Hegemann, and Mariela Hegemann to hand out a paramecium and growing maze (leftover supplies) while offering a game for those that came out. It was a beautiful evening and we're lucky our community does this.
3. Little Dragon's Childcare has 18 students enrolled and their first day is August 11<sup>th</sup>. It continues to be a hot topic when other schools hear that we have this.
4. Elementary Open House is Tuesday, August 12<sup>th</sup> from 5-7pm. This is a time for students and parents to come meet the teacher, see their classroom, and drop

off their school supplies. Our PTO plans to have a table set up and Scouts will also be in, Midtown Health is coming in, and so is Niko for ASP. We have Martha's food truck parking outside and giving some proceeds to the cheer team.

5. We're anticipating our first day of school on August 14<sup>th</sup>! Staff have been in and trainings were attended. I'm always impressed with everyone's desire to do better for our students every year.
6. After School Program and Preschool's first day is August 18<sup>th</sup>.
7. Our PTO is planning a Back to School Pool Party on August 23<sup>rd</sup>. Their first meeting for the year is on August 26<sup>th</sup>.



# Madison Public Schools

**Justin Frederick**

*Superintendent*

**Jim Crilly**

*HS Principal*

**Reid Ehrisman**

*MS Principal/EL*

**Karla Kush**

*Elementary Principal*

700 So Kent St.

P.O. Box 450

Madison, NE 68748

District Phone (402) 454-3336 Fax (402) 454-2238

Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Travis Jordan**

*Director of CAI*

**Crystal Ernst**

*Instructional Coach*

**Landonn Mackey**

*Athletic Director*

**Celine Filsinger**

*Office Manager*

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

Mr. Ehrisman- August 7, 2025

Grade Level	Current 8/7/25		Start of Year 8/6/24	End of Year 5/7/25
6th Grade	46		39	40
7th Grade	44		32	32
8th Grade	33		37	41

- This will be the largest incoming MS group dating back to the 2019-20 school year. Over the course of the summer and through registration days, we have welcomed five new students and transferred out four.
- House T-shirts for the 2025-26 school year will once again be distributed to all the MS students. Thanks to our generous donors that made this possible: Pfeifer Auto Body, Tyson, Albracht Disposal Service, Blank Agency Inc., Connie's Quilts, Custom Sports, Knappy Transportation, Inc., Knights of Columbus, Leon & Jean Weiland, Pinnacle Bank, Pizza Hut, W.A. Lafleur & Sons.
- Due to NDE Title IC project changes, MPS migrant will be transitioning from ESU7 to ESU1 beginning the 2025-2026 school year.
- We had 12 migrant students attend summer school at ESU7.
- I attended Administrators' Days on July 24-25 in Kearney. As always, it is a great opportunity to grow as a professional and leader. The sessions I was able to attend included:
  - Keynote Speaker- Erin King "The Energy Instinct: Tap Into Your Natural Power for Transformative Leadership"
  - From Enragement to Engagement: Improving Student Behavior By Increasing Student Engagement- Dr. Marr McNiff
  - I got my first principal job! What now?- Adam Stolzer
  - Middle School Round Table- Bill Curry
  - Enhancing Instructional Leadership: Building Trust Through Observations & Evaluations- ESU7
  - Keynote Speaker- Thomas C. Murray "Creating a Culture of Innovation, Empathy, and Joy"

# Madison Public Schools

**Justin Frederick**  
Interim Superintendent  
**Jim Crilly**  
HS Principal  
**Reid Ehrisman**  
MS Principal/EL  
**Karla Kush**  
Elementary Principal

700 So Kent St.  
P.O. Box 450  
Madison, NE 68748  
District Phone (402) 454-3336 Fax (402) 454-2238  
Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Travis Jordan**  
Director of CAI  
**Landonn Mackey**  
Athletic Director  
**Celine Filsinger**  
Office Manager

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

## Curriculum, Assessment and Instruction

**August 2025**

### Curriculum:

- Teachers appear to have all of the materials needed to start the year.

### Assessment:

- NSCAS Growth no longer exists.
  - Rule 10 requires us to take a Nationally Norm Referenced Test and take a Spring Summative (State Test)
  - We need to give our final decision on our path by February 2026
  - Our MTSS Teams are discussion options and deciding what best suits our needs and Continuous Improvement Plan

### Instruction:

- On Tuesday, August 12, we have our first UDL Session with ESU8 and Nebraska MTSS. We have follow-up dates scheduled throughout the year on CSI days and Early Outs.
  - *Universal Design for Learning (UDL) is a framework for designing learning experiences that are accessible, inclusive, and engaging for all learners. It aims to remove barriers to learning by providing flexibility in how information is presented, how students respond, and how they are engaged with the material.*
- Our Continuous Improvement Planning (CIP) Team is continuing to work on goal setting and targeted steps for our next External Visit in 2029.
  - **Priority Goal:** By the end of the 2028-2029 school year, student proficiency on **NSCAS ELA will increase from 47% to 60%** by strengthening instructional practices, coaching, and collaboration via intentional professional learning and implementation of the district-developed instructional model.
  - **Priority Outcome:** As a result of achieving the goal, students at Madison Public Schools will demonstrate **greater academic success, critical thinking, and ownership** over their learning, while educators foster a **collaborative, trust-based environment** that supports **consistent growth and equity** in the classroom.

# Madison Public Schools

**Justin Frederick**

*Superintendent*

**Jim Crilly**

*HS Principal*

**Reid Ehrisman**

*MS Principal/EL*

**Karla Kush**

*Elementary Principal*

700 So Kent St.

P.O. Box 450

Madison, NE 68748

District Phone (402) 454-3336 Fax (402) 454-2238

Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Travis Jordan**

*Director of CAI*

**Landonn Mackey**

*Athletic Director*

**Celine Filsinger**

*Office Manager/HR*

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

Reminder-we will have new staff and board meal at 6:00 in the MS commons. We will not go on a bus tour, but will get some introductions, eat, and do a getting to know you activity. We will wrap up by 6:50 and start the board meeting at 7:00.

Excited to start another school year. Staff will all be back on Monday, August 11. We will have 3 days of PD and students will return on August 14 with a 2:00 early out on the first day.

I have talked with Steve Williams from KSB about the sports complex. He said we can do any form of design build or coop purchase program, but there are specific steps to follow for which type is selected.

Area meeting is Wednesday, August 27 starting at 4:30 at LLC at Northeast Community college. If you would like to attend, just let me know by August 21 so I can register you. I would also like to meet on August 25 or August 26 to do a budget work session. We will also have a couple late bills (ESU 8 and insurance) that I would like to get into this years budget that we did not have in time for the board meeting.

There are two transfers on the list for approval at this months meeting. We have more cash in general fund than we did last year at this point. The state gave advances essentially on the property tax relief for home/land owners that used to be claimed on taxes, but now are directly given each year. That being said, our September tax payments will be less, so it will all even out. I have put \$250,000 in the depreciation fund. This can be used for many things from buildings to transportation. Kyle and I have visited, and we might need to look at purchasing a new special education van. The good news on that would be that we can get a portion of that reimbursed through special education. There is also a transfer to student activity account for \$60,000, which is used to purchase equipment, uniforms, and Big Red Jackets. There is also \$7,400 to the Student Fee Fund, which is just an in and out each year.

ERATE access points, switches, and wiring is completed. Semi trailers have been painted. Jackie has talked with a sales representative about putting in a digital board for class pictures.

There is one action item, and it is BOE policies 4046-4064.

## 4046

### Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter "the committee") may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may conduct internet searches using candidates' full names and any aliases. The committee may also search candidates' full names and any aliases on Facebook, Instagram, LinkedIn, Twitter, YouTube, and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants' names.
3. The committee may not use deception to gain access to applicants' social networking pages, blogs, or other on-line media and will not require applicants for employment to provide the district with their username or password to personal social media accounts.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with ~~the applicant for confirmation of accuracy, if appropriate.~~
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
  - a. Disparaging remarks made about current or former co-workers, supervisors, or employers;
  - b. Discriminatory, harassing, or demeaning behavior or comments;
  - c. Unprofessional, lewd, or obscene behavior or remarks;
  - d. Criminal activity;

- e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought; and
  - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.
6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 4048

### Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

#### 1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
  - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
  - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
  - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
  - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
  - complying with the Nebraska Student-Centered Assessment System Security Procedures;
  - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and

- ensuring the security of all test materials.

## **2. Security Violations and Cheating**

### **a. Classroom assessments**

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

### **b. State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: \_\_\_\_\_

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

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

## 4050

### Overtime and Compensatory Time

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

The district may grant compensatory time in lieu of overtime pay at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When an employee has accrued 240 hours of compensatory time, the district shall pay him/her at the rate of one and one-half (1½) times his/her regular rate of pay for each additional hour of overtime. An employee who asks to use compensatory time shall be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the district's operations.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher.

Payment for unused compensatory time shall be at the employee's regular rate of pay for each hour of compensatory time, not one and one-half (1½) times the regular rate of pay.

Adopted on: \_\_\_\_\_

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

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

## 4051

### **Staff and District Social Media Use**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

#### **I. Personal Versus School-Affiliated Social Media Use**

##### **A. Personal Social Media Use**

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

##### **B. School-Affiliated Social Media Use**

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

## **II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use**

### **A. General Use and Conditions**

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about

appropriate content should be referred to the staff member's supervising administrator.

**B. Acceptable Use**

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

**C. Unacceptable Use**

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

**III. School-Affiliated Digital Content**

**A. General Use and Conditions for School-Affiliated Accounts**

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

## **B. Moderation of Third Party Content**

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;

4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 4052

### **Job References to Prospective Employers**

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

### **Employees Suspected of Sexual Misconduct Against a Minor or Student**

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: \_\_\_\_\_

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

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

**4053**  
**Conflict of Interest**

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
  - a. Business with which an employee is associated shall include the following:
    - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
    - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
  - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, ~~or a business in which the individual or member of the immediate family is a stockholder.~~
  - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
  - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

- a. An employee may employ or recommend or supervise the employment of an immediate family member if:

(1) The employee does not abuse his or her position.

(a) Abuse of official position shall include, but not be limited to, employing an immediate family member:

(i) who is not qualified for and able to perform the duties of the position;

~~(ii) for any unreasonably high salary;~~

(iii) who is not required to perform the duties of the position.

(2) The employee makes a reasonable solicitation and consideration of applications for employment.

(3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.

(4) The board approves the employment or supervisory position.

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
    - (1) a public official, public employee, or candidate.
    - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
    - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
  - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
  - c. An employee shall not use or authorize the use of his or her ~~public employment or any confidential information received through the public employment~~ to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
  - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
- e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.

---

6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year

- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.
- b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.

- i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.
  - ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
- c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
- i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
  - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
  - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
- d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.

7. ~~Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.~~

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 4054

### Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

**Reporting Procedure.** School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

**Contents of the Report.** The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

**Legal Immunity.** Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Adopted on: \_\_\_\_\_

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

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

**4055**  
**Head Teacher**

The Board of Education finds that in order to provide for the effective management of the school system, to provide for harmonious working relationships among teaching staff, and to facilitate coordination of curriculum and extracurricular instruction, the district should create the position Head Teacher.

- 1) Assignment and Compensation
  - a) The Superintendent shall recommend an existing staff member to the Board of Education and the board shall approve or disapprove that recommendation. If the board disapproves the Superintendent's recommendation, the Superintendent shall recommend another candidate.
  - b) The assignment of a staff member to the position of Head Teacher shall be for the upcoming school year only, although the same teacher may be reassigned to the position for as many successive years as the Superintendent and Board determine to be appropriate.
  - c) The Head Teacher assignment is not a part of the teacher's basic teaching contract with the district, and is not subject to any of the provisions of the continuing contract law set forth in section 79-824 through 79-842 of the Nebraska Statutes.
  - d) Compensation for Head Teacher duties will be negotiated with the Education Association and listed on the salary schedule for other extracurricular and non-curricular assignments.
  
- 2) Duties
  - a) The Head Teacher will be the Principal's (or Superintendent's) designee for all circumstances contemplated by board policy or state statute.
  - b) The Head Teacher will act as the building (or district's) administrator when the Principal (or Superintendent) is absent from the district or otherwise unable to perform administrative duties.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**4056**

**Resignation of Certificated Staff**

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15<sup>th</sup> of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 4057

### Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

**Dates.** Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

**4058**

**Confidentiality in Counseling and Guidance**

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

Adopted on: \_\_\_\_\_

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

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

**4059**

**Behavioral and Mental Health Training**

All public school employees who interact with students and any other appropriate personnel are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials.

These employees must complete the training designated by the school district or superintendent no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: \_\_\_\_\_

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

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

## 4061

### **Workplace or Non-Workplace Injuries or Illness and Return to Work**

**Reporting Workplace Injuries.** Staff members who are injured while performing duties or who witness workplace injuries must report them to the superintendent or superintendent's designee as soon as possible after being injured or witnessing an injury. Staff members must prepare written statements regarding the injuries they sustained or witnessed when they are asked to do so by the school district. Failure to report a workplace injury as a witness will constitute insubordination and neglect of duty and may result in adverse employment action up to and including termination or cancellation of employment. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

**Returning to Work after Workplace Injuries or Non-Workplace Injuries or Illness.** Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

**Termination After Workplace Injuries or Illness.** Unless otherwise covered in an individual employment contract, employees may be terminated after suffering a workplace injury or illness when the district has a legitimate, nondiscriminatory reason for doing so. Such reasons include but are not limited to:

- Necessity to fill the position to maintain continuous services as required by law or district policy or standards;
- Performance deficiencies of the employee unrelated to the injury or illness;
- Unavailability of substitute or replacement employees;
- When the absence will negatively impact students' educational experience or opportunities; or
- Any other reason not otherwise prohibited by law.

The district may make such employment determinations regardless of whether the employee has returned to work and regardless of whether a medical professional has certified that the employee has reached maximum medical

improvement. In the event the injury or illness lasts beyond the amount of leave time provided by the district and by the Family Medical Leave Act, which is generally no greater than 12 weeks, the employee may be terminated even if the employee remains eligible for Workers' Compensation under state law or short or long-term disability under a policy available through the district. In no event will an employee be terminated as retaliation for filing a Workers' Compensation claim.

**Termination After Non-Workplace Injuries.** Unless otherwise covered in an individual employment contract or prohibited by law, employees who are unable to perform any of the essential functions of their positions with reasonable accommodation(s) due to injury or illness occurring outside of the workplace may be terminated. The employee's position or a similar position will be held open only as required by law, such as the Family Medical Leave Act.

Adopted on: \_\_\_\_\_

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

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

## 4062

### Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

~~The locker room must be locked at all times when unsupervised.~~

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_  
Amended on: \_\_\_\_\_

## 4063

### **Extra Duty and Extended Contract Assignments for Certificated Staff**

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

#### **Extra Duty Assignments**

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional

development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

### **Extended Contract Days**

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

Unless otherwise directed by the administration, extended contract days shall be completed after the last regular duty day for teachers. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

### **Payment for Extended Contract Days**

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**4064**

**Transporting Students in Employee Vehicles**

With the permission of the superintendent, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household. School employees who transport students in their personal vehicles and those children do not live within the employee's household must comply with the board's policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

Adopted on: \_\_\_\_\_

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

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