

Board of Education Meeting
Monday, August 18, 2025 7:30 PM Central

Elementary School Conference Room
550 7th Street
Syracuse, NE 68446-0520

Barry Janssen: Present
Tyler Kreifels: Present
Justin Stark: Present
Amy Wemhoff: Absent
Brienne Wilhelm: Absent
Ed Zastera: Present

1. Call to Order and Roll Call
2. Notice of Open Meeting Act- Posted
3. Publication of Meeting
4. Excuse Absent Board Members Excuse Brienne Wilhelm and Amy Wemhoff. This motion, made by Justin Stark and seconded by Tyler Kreifels, Carried. Barry Janssen: Yea, Tyler Kreifels: Yea, Justin Stark: Yea, Amy Wemhoff: Absent, Brienne Wilhelm: Absent, Ed Zastera: Yea Yea: 4, Nay: 0, Absent: 2
5. Approval of Agenda Motion to approve the agenda. This motion, made by Ed Zastera and seconded by Justin Stark, Carried. Barry Janssen: Yea, Tyler Kreifels: Yea, Justin Stark: Yea, Amy Wemhoff: Absent, Brienne Wilhelm: Absent, Ed Zastera: Yea Yea: 4, Nay: 0, Absent: 2
6. Consent Agenda Motion to approve the consent agenda. This motion, made by Tyler Kreifels and seconded by Ed Zastera, Carried. Barry Janssen: Yea, Tyler Kreifels: Yea, Justin Stark: Yea, Amy Wemhoff: Absent, Brienne Wilhelm: Absent, Ed Zastera: Yea Yea: 4, Nay: 0, Absent: 2
 - 6.1. Treasurer's report
 - 6.2. Secretary report
 - 6.3. Expenditures
 - 6.4. Claims for payment
 - 6.5. Minutes of prior meeting(s)
7. Communications from the Public
8. Reports
 - 8.1. Superintendent Mr. Kraus shared information regarding NASB strategic planning, girls wrestling coop deadline, budget working meeting for Aug. 25th, upcoming NASB meetings and a meeting scheduled with DA Davidson.
 - 8.2. Principal Reports All three principals reported that the school year had started off successfully. Enrollment numbers and teaching positions updates were shared as well as facility upgrades such as carpet, cabinets and paint.
 - 8.3. Baseball Committee The board shared committee notes from the meeting that occurred at Elmwood Murdock.
9. Discussion Items
 - 9.1. Establish Hearing Date and Time for the 2025-2026 School Budgets and the Property Tax Rate The board will set the budget and tax hearing dates for Sept. 15th, 2025 at 7:10pm and immediately following the budget hearing.

9.2. Policies for Review

9.3. Addition of high school baseball. With two board members gone, the board will wait until a full board is in session to discuss further.

10. Action Items

10.1. Discuss, consider, and take action on updating policies Approve policies as presented. This motion, made by Ed Zastera and seconded by Justin Stark, Carried. Barry Janssen: Yea, Tyler Kreifels: Yea, Justin Stark: Yea, Amy Wemhoff: Absent, Brianne Wilhelm: Absent, Ed Zastera: Yea Yea: 4, Nay: 0, Absent: 2

10.2. Discuss, consider, and take action on approving policy 4144 Early Retirement. Approve to table policy 4144 as presented which implements a phased discontinuation of the VERB program, concluding on August 31, 2030. This motion, made by Justin Stark and seconded by Ed Zastera, Carried. Barry Janssen: Yea, Tyler Kreifels: Yea, Justin Stark: Yea, Amy Wemhoff: Absent, Brianne Wilhelm: Absent, Ed Zastera: Yea Yea: 4, Nay: 0, Absent: 2 With two board members absent, the board will wait until a full board is present to discuss as an action item.

11. Adjourn Motion to adjourn. This motion, made by Ed Zastera and seconded by Tyler Kreifels, Carried. Barry Janssen: Yea, Tyler Kreifels: Yea, Justin Stark: Yea, Amy Wemhoff: Absent, Brianne Wilhelm: Absent, Ed Zastera: Yea Yea: 4, Nay: 0, Absent: 2

AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Syracuse Journal Democrat, a publication that is a "legal newspaper" as that phrase is defined for the city of Nebraska City, for the County of Otoe, in the state of Nebraska, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates.

Publication Dates:

- Aug 8, 2025

Notice ID: MW1kwNfLzyVk0qshx1gt

Notice Name: Meeting Notice 08_18_25

Publication Fee: \$5.91

Anjana Bhadoriya

Agent

VERIFICATION

State of Florida
County of Orange

Signed or attested before me on this: 08/08/2025

J. Gordon-Thompson

Notary Public

Notarized remotely online using communication technology via Proof.



MEETING NOTICE

School District #27 Board of Education will hold its regular monthly meeting Monday, August 18, 2025 at 7:30 pm in the Elementary Conference Room. A continually current agenda is available for public inspection at the Superintendent's office.

Published in the Syracuse Journal Democrat on August 8, 2025.

3712540 ZNEZ

SCHOOL DISTRICT #27
REPORT OF THE SCHOOL TREASURER
July 31, 2025

GENERAL FUND

BEGINNING BALANCE			\$5,421,472.71
RECEIPTS			
TAXES	\$111,373.77		
INTEREST	\$18,837.95		
STATE OF NEBRASKA	\$0.00		
OTHER	\$150.00		
TOTAL			\$130,361.72
DISBURSEMENTS			
PAYROLL/DEDUCTIONS	\$636,218.57		
OPERATING	\$145,533.04		
OTHER -	\$0.00		
OTHER -	\$0.00		
TOTAL			\$781,751.61
FUND BALANCE			\$4,770,082.82
FIRSTBANK NEB SYRACUSE	ACCT # 671-750-03	\$33,882.40	
FIRSTBANK NEB SYRACUSE	ACCT # 671-750-05	\$3,453,027.22	
COUNTRYSIDE BANK UNADILLA	ACCT # 00412-700	\$38,308.66	
FIRSTBANK NEB SYRACUSE	CD# 5011964 & 5013924	\$1,025,005.73	
RIVERSTONE BANK	CD# 76834	\$219,858.81	
GENERAL FUND BALANCE	July 31, 2025		\$4,770,082.82

BUILDING FUND

BEGINNING BALANCE			\$1,896,022.66
RECEIPTS			
TAXES	\$3,372.32		
INTEREST	\$3,968.80		
TRANSFER FROM GEN FUND -03	\$0.00		
OTHER - SCOREBOARD ADS	\$1,000.00		
TOTAL			\$8,341.12
DISBURSEMENTS			
TRANSFER -	\$0.00		
OTHER -	\$0.00		
OTHER -	\$0.00		
OTHER -	\$0.00		
TOTAL			\$0.00
FUND BALANCE			\$1,904,363.78
FIRSTBANK NEB SYRACUSE	ACCT # 730-309-01	\$4,888.04	
FIRSTBANK NEB SYRACUSE	ACCT # 730-309-05	\$525,866.39	
WESTERN NATIONAL BANK	CD #702816	\$623,609.35	
FIRSTBANK NEB SYRACUSE	CD #5013963	\$750,000.00	
BUILDING FUND BALANCE	July 31, 2025		\$1,904,363.78

SCHOOL DISTRICT #27
REPORT OF THE SCHOOL TREASURER
July 31, 2025

DEPRECIATION FUND

BEGINNING BALANCE			\$894,370.73
RECEIPTS			
TRANSFER FROM GEN FUND - 03	\$0.00		
INTEREST	\$2,088.90		
OTHER - TRANS	\$0.00		
TOTAL			\$2,088.90
DISBURSEMENTS			
OTHER -	\$0.00		
OTHER -	\$0.00		
TOTAL			\$0.00
FUND BALANCE			\$896,459.63
COUNTRYSIDE BANK UNADILLA	ACCT # 00548M297		\$896,459.63
	CD #		\$0.00
			\$0.00
			\$0.00
DEPR FUND BALANCE	July 31, 2025		\$896,459.63

UNEMPLOYMENT FUND

BEGINNING BALANCE			\$12,714.47
RECEIPTS			
TRANSFER FROM GEN FUND	\$0.00		
INTEREST	\$32.40		
TOTAL			\$32.40
DISBURSEMENTS			
OTHER - NE UC FUND	\$0.00		
TOTAL			\$0.00
FUND BALANCE			\$12,746.87
FIRSTBANK NEB SYRACUSE	ACCT # 731-612-05		\$12,746.87
UNEMPLOY FUND BALANCE	July 31, 2025		\$12,746.87

BOND FUND

BEGINNING BALANCE			\$825,980.02
RECEIPTS			
TAXES	\$6,318.73		
INTEREST	\$2,637.90		
OTHER -	\$0.00		
TOTAL			\$8,956.63
DISBURSEMENTS			
OTHER - UNION BANK & TRUST	\$0.00		
OTHER -	\$0.00		
TOTAL			\$0.00
FUND BALANCE			\$834,936.65
FIRSTBANK NEB SYRACUSE	ACCT # 631-911-05		\$834,936.65
	CD #		\$0.00
BOND FUND BALANCE	July 31, 2025		\$834,936.65

**SCHOOL DISTRICT #27
SECRETARY'S REPORT
AUGUST 18, 2025**

GENERAL FUND

Balance as of June 30, 2025	\$ 5,421,472.71
July receipts	<u>\$ 130,361.72</u>
Total amount available	\$ 5,551,834.43
July disbursements	<u>\$ 781,751.61</u>
Balance as of July 31, 2025	\$ 4,770,082.82

SCHOOL LUNCH FUND

Balance as of June 30, 2025	\$ 291,240.86
July receipts	<u>\$ 1,102.06</u>
Total amount available	\$ 292,342.92
July disbursements	<u>\$ 3,500.00</u>
Balance as of July 31, 2025	\$ 288,842.92

Bank Balance July 31, 2025	\$ 288,842.92
Outstanding receipts	<u>\$ -</u>
Total amount available	\$ 288,842.92
Outstanding disbursements	<u>\$ 3,500.00</u>
Bank Balance July 31, 2025	\$ 285,342.92

SCHOOL ACTIVITIES

Balance as of June 30, 2025	\$ 46,888.39
July receipts	<u>\$ 7,411.15</u>
Total amount available	\$ 54,299.54
July disbursements	<u>\$ 14,137.84</u>
Balance as of July 31, 2025	\$ 40,161.70

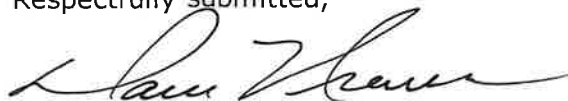
SDA REVOLVING

Balance as of June 30, 2025	\$ 90,221.99
July receipts	<u>\$ 5,105.90</u>
Total amount available	\$ 95,327.89
July disbursements	<u>\$ 6,687.84</u>
Balance as of July 31, 2025	\$ 88,640.05

***Included**

FirstBank Nebraska Cking #03	33,868.07	33,882.40
FirstBank Nebraska MM #05	4,110,753.16	3,453,027.22
Countryside Bank Unadilla	38,336.01	38,308.66
FirstBank Nebraska CD #5011964	1,018,656.66	1,025,005.73
Riverstone Bank CD	<u>219,858.81</u>	<u>219,858.81</u>
	\$ 5,421,472.71	\$ 4,770,082.82

Respectfully submitted,



David Kraus, Superintendent

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Site.

From 07/01/2025 to 07/31/2025.

Site ID	Site Name					
Group ID	Group Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
SHS	Syracuse High School					
A-1	Activity Accounts					
1000-1	JH STOP	3,514.13	0.00	0.00	0.00	3,514.13
1001-1	ADMISSIONS	42,044.50	0.00	0.00	-42,044.50	0.00
1005-1	ADULT ATHLETIC PASSES	8,560.00	0.00	0.00	-8,560.00	0.00
1015-1	ART CLUB	2,566.03	0.00	0.00	0.00	2,566.03
1020-1	ATHLETIC BOOSTER CLUB	28,507.07	2,275.00	0.00	0.00	30,782.07
1025-1	BAND	1,984.11	1,216.06	649.95	0.00	2,550.22
1031-1	CIRCLE OF FRIENDS	387.94	0.00	0.00	0.00	387.94
1065-1	DANCE TEAM	62.03	0.00	0.00	0.00	62.03
1075-1	DISTRICT AUTISM TEAM	1,928.71	0.00	0.00	0.00	1,928.71
1080-1	DRAMA	-2,564.68	0.00	254.75	0.00	-2,819.43
1084-1	E-SPORTS	234.96	0.00	0.00	0.00	234.96
1085-1	EL MUSIC PROGRAM	151.29	0.00	0.00	0.00	151.29
1090-1	EL STUDY	2,589.37	0.00	0.00	0.00	2,589.37
1095-1	EQUIPMENT (CONCESSIONS)	8,526.24	40.00	0.00	0.00	8,566.24
1100-1	FBLA	-332.43	0.00	495.12	0.00	-827.55
1110-1	FFA	10,812.69	0.00	150.00	0.00	10,662.69
1120-1	FIELD TRIPS	14,243.62	0.00	0.00	0.00	14,243.62
1125-1	FOREIGN LANGUAGE	97.22	0.00	0.00	0.00	97.22
1130-1	HIGH ABILITY	1,022.90	0.00	0.00	0.00	1,022.90
1135-1	HISTORY FAIR	906.46	0.00	4,069.93	0.00	-3,163.47
1140-1	HOMEROOM	1,033.39	0.00	0.00	328.27	1,361.66
1145-1	HONOR SOCIETY	1,572.93	0.00	0.00	0.00	1,572.93
1150-1	HS MATHEMATICS CLUB	30.61	0.00	0.00	0.00	30.61
1155-1	INTEREST	915.14	10.34	0.00	0.00	925.48
1160-1	JH STUDENT COUNCIL	2,222.12	0.00	17.37	0.00	2,204.75
1165-1	LIBRARY	5,964.33	0.00	0.00	0.00	5,964.33
1170-1	LIFE SKILLS PETTY CASH	417.74	0.00	0.00	0.00	417.74
1180-1	MS STUDY	1,732.50	0.00	0.00	0.00	1,732.50
1181-1	MS MTSS	319.37	0.00	0.00	0.00	319.37
1185-1	MUSIC BOOSTERS	1,819.53	802.25	334.11	0.00	2,287.67
1190-1	MUSIC BOOSTERS TRIP FUND	29,469.51	0.00	1,862.28	0.00	27,607.23
1195-1	PHYSICAL EDUCATION	807.27	0.00	0.00	0.00	807.27
1200-1	PICTURES	7,082.75	0.00	0.00	0.00	7,082.75
1205-1	PLAYGROUND EQUIPMENT	2,472.26	0.00	0.00	0.00	2,472.26
1210-1	QUIZ BOWL	31.98	0.00	0.00	0.00	31.98
1215-1	READING PROGRAM	103.40	0.00	0.00	0.00	103.40
1220-1	S CLUB	751.62	0.00	0.00	0.00	751.62
1225-1	SCHOLARSHIPS	1,500.00	0.00	0.00	0.00	1,500.00
1230-1	SDA PTO	16,312.79	0.00	0.00	0.00	16,312.79
1235-1	SH ATHLETICS	-116,075.75	1,247.40	5,913.80	60,204.50	-60,537.65
1236-1	FOOTBALL	363.00	0.00	0.00	0.00	363.00
1240-1	SH STUDENT COUNCIL	5,724.11	0.00	0.00	0.00	5,724.11
1245-1	SH STUDY	5,045.59	0.00	0.00	0.00	5,045.59

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Site.

From 07/01/2025 to 07/31/2025.

Site ID Group ID	Site Name Group Name						
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance	
1250-1	SHOP	1,890.84	0.00	0.00	0.00	1,890.84	
1255-1	SkillsUSA	2,480.42	0.00	0.00	0.00	2,480.42	
1260-1	SOS (STUDENTS OF SERVICE)	2,769.19	40.00	0.00	0.00	2,809.19	
1265-1	SPEECH	-1,439.55	0.00	0.00	0.00	-1,439.55	
1270-1	STOP	2,899.36	0.00	353.03	0.00	2,546.33	
1275-1	STUDENT ATHLETIC PASSES	9,600.00	0.00	0.00	-9,600.00	0.00	
1280-1	TEACHER SUPPLIES	7,300.66	0.00	0.00	0.00	7,300.66	
1285-1	TITLE I	1,936.00	0.00	0.00	0.00	1,936.00	
1290-1	VARSITY CHEERLEADERS	-4,758.29	761.80	0.00	0.00	-3,996.49	
1295-1	YEARBOOK	-78,054.50	0.00	0.00	0.00	-78,054.50	
1300-1	COUNSELOR FUND	125.00	0.00	0.00	0.00	125.00	
1305-1	KINDNESS SQUAD	8.12	0.00	0.00	0.00	8.12	
1310-1	FFA- Otoe County Fair	1,239.42	30.00	37.50	0.00	1,231.92	
1350-1	Rocket Cards	0.00	988.30	0.00	0.00	988.30	
2014-1	CLASS OF 2024 (GRADUATED)	328.27	0.00	0.00	-328.27	0.00	
2020-1	CLASS OF 2025 (Graduated)	1,663.25	0.00	0.00	0.00	1,663.25	
2021-1	CLASS OF 2026 (12th GRADE)	2,753.05	0.00	0.00	0.00	2,753.05	
2022-1	CLASS OF 2027 (11th Grade)	657.41	0.00	0.00	0.00	657.41	
2024-1	CLASS OF 2028 (10TH GRADE)	631.39	0.00	0.00	0.00	631.39	
2025-1	CLASS OF 2029 (Freshmen)	0.00	0.00	0.00	0.00	0.00	
A-1 Totals:		46,888.39	7,411.15	14,137.84	0.00	40,161.70	
SHS Activity Totals:		46,888.39	7,411.15	14,137.84	0.00	40,161.70	

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
SHS Checking:			7,411.15	14,137.84		
SHS Investment:						
SHS Bank Balances:	46,888.39		7,411.15	14,137.84	0.00	40,161.70

Report Activity Totals:	46,888.39	7,411.15	14,137.84	0.00	40,161.70
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National Trips

Club	company	date spent	how much
FFA	RDM Aquaculture	10/24/24	\$55.00
FFA	Kentucky Derby Museum	10/25/24	\$187.00
FFA	National FFA	10/9/24	\$495.00
FFA	Top Golf	10/24/24	\$216.00
TOTAL			<u>\$953.00</u> - 41.50 reimb. by Top Golf
FBLA	NLC Registration	5/12/25	\$798.00
FBLA	Angels Game- NLC	6/20/25	\$225.00
FBLA	NLC Travel	5/29/25	\$6,878.00
FBLA	Kala Truck	6/29/25	\$19.35
FBLA	TK Burgers	6/27/25	\$14.16
FBLA	Raising Canes	6/27/25	\$15.05
FBLA	In-N-Out Burger	6/28/25	\$12.39
FBLA	Byrds Hot Chicken	6/29/25	\$16.15
FBLA	Tiana's Palace	6/28/25	\$18.85
FBLA	Wetzels Pretzels	7/1/25	\$12.39
FBLA	Blaze Pizza	6/30/25	\$18.31
FBLA	In-N-Out Burger	7/1/25	\$11.58
FBLA	Starbucks	7/1/25	\$14.98
FBLA	Blaze Pizza	7/2/25	\$18.31
FBLA	Omaha South Garage	7/4/25	\$42.00
FBLA	Paris Baguette	7/4/25	\$13.55
FBLA	Panda Express	7/3/25	\$21.51
FBLA	Huckleberrys	7/2/25	\$21.54
TOTAL			<u>\$8,171.12</u>
History Day	Panda Express	6/9/25	\$35.73
History Day	Metro	6/8/25	\$251.00
History Day	Wendys	6/8/25	\$14.31
History Day	UBER Eats	6/11/25	\$98.55
History Day	Starbucks	6/9/25	\$18.35
History Day	Smith Café	6/10/25	\$106.49
History Day	UBER Lime	6/11/25	\$31.19
History Day	UBER Eats	6/12/25	\$77.61
History Day	Good Stuff Eatery	6/11/25	\$64.81
History Day	Capbike	6/12/25	\$7.70
History Day	UBER Eats	6/13/25	\$20.32
History Day	UBER Eats	6/13/25	\$38.65
History Day	College Park	6/12/25	\$12.18
History Day	College Park	6/12/25	\$28.67
History Day	Starbucks	6/12/25	\$15.50
History Day	Double Tree Hotel	6/13/25	\$3,176.02
History Day	DCA Food Hall	6/13/25	\$17.01
History Day	DCA Food Hall	6/13/25	\$20.75
History Day	Nashville Airport	6/13/25	\$86.38
TOTAL			<u>\$4,121.22</u>

Syracuse Public School

Check Report

Begin Date: 08/01/2025; End Date: 08/31/2025; Accounting Cycle: FY 24-25; Check Type: Accounts Payable; Payee: [All]; Bank: First Bank of Nebraska; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 8/15/2025 8:19:57 AM

Check Date	Check Number	Payee	Type	Amount
08/18/2025	EFT	Amazon Capital Services	Accounts Payable	\$10,024.80
08/18/2025	EFT	Magic-Wrighter, Inc.	Accounts Payable	\$34.95
08/18/2025	7996	A-1 Locksmith & Security Solutions	Accounts Payable	\$780.00
08/18/2025	7997	Advanced Fire & Safety, Inc.	Accounts Payable	\$3,632.55
08/18/2025	7998	Antes Family Hardware	Accounts Payable	\$163.32
08/18/2025	7999	ATS, LLC	Accounts Payable	\$29,397.00
08/18/2025	8000	BMI	Accounts Payable	\$187.23
08/18/2025	8001	Boldt Tire Supply & Service LLC	Accounts Payable	\$159.72
08/18/2025	8002	Buss Pest Control	Accounts Payable	\$115.00
08/18/2025	8003	Caliber Electric LLC	Accounts Payable	\$3,903.67
08/18/2025	8004	Capital Business Systems, Inc.	Accounts Payable	\$169.03
08/18/2025	8005	Carolina Biological Supply Company	Accounts Payable	\$496.88
08/18/2025	8006	CDW Government, Inc.	Accounts Payable	\$8,169.80
08/18/2025	8007	City Of Syracuse	Accounts Payable	\$18,855.89
08/18/2025	8008	Column Software, PBC	Accounts Payable	\$5.91
08/18/2025	8009	Complete Chiropractic & Wellness Center	Accounts Payable	\$80.00
08/18/2025	8010	Cubby's Inc.	Accounts Payable	\$817.80
08/18/2025	8011	Culligan of Percival	Accounts Payable	\$48.00
08/18/2025	8012	Diane Wright	Accounts Payable	\$964.98
08/18/2025	8013	Dietze Music	Accounts Payable	\$1,828.80
08/18/2025	8014	Eakes Office Solutions	Accounts Payable	\$2,648.58
08/18/2025	8015	Esu #4	Accounts Payable	\$676.50
08/18/2025	8016	ESU #6	Accounts Payable	\$465.05
08/18/2025	8017	ESU Coordinating Council	Accounts Payable	\$18,077.52
08/18/2025	8018	First Concord Group	Accounts Payable	\$245.14
08/18/2025	8019	Glaser Ceramics	Accounts Payable	\$510.28
08/18/2025	8020	Global Industrial	Accounts Payable	\$1,115.00
08/18/2025	8021	Grammarly Pro	Accounts Payable	\$144.00
08/18/2025	8022	Harris School Solutions	Accounts Payable	\$2,431.10
08/18/2025	8023	HD Supply, Inc.	Accounts Payable	\$2,505.90
08/18/2025	8024	Heritage Water Services, Inc.	Accounts Payable	\$200.00
08/18/2025	8025	JW Pepper	Accounts Payable	\$269.94
08/18/2025	8026	Lexia Voyager Sopris Inc.	Accounts Payable	\$1,232.00
08/18/2025	8027	Menards - Lincoln South	Accounts Payable	\$421.73
08/18/2025	8028	NASB ALICAP	Accounts Payable	\$168,926.00
08/18/2025	8029	National Business Furniture LLC	Accounts Payable	\$677.25
08/18/2025	8030	NC Utilities	Accounts Payable	\$507.16
08/18/2025	8031	NCECBVI	Accounts Payable	\$12,109.00
08/18/2025	8032	NCSA	Accounts Payable	\$2,127.00
08/18/2025	8033	Nebraska Horn Trader	Accounts Payable	\$455.00
08/18/2025	8035	Neujahr, Elizabeth	Accounts Payable	\$82.60
08/18/2025	8036	Omaha Truck Center Companies	Accounts Payable	\$2,635.43
08/18/2025	8037	One Source	Accounts Payable	\$92.00
08/18/2025	8038	Papillion Sanitation	Accounts Payable	\$1,145.02
08/18/2025	8039	Perry, Guthery, Haase & Gessford, P.C., L.L.O.	Accounts Payable	\$1,098.00
08/18/2025	8040	PowerSchool	Accounts Payable	\$1,337.50
08/18/2025	8041	Principal Life Insurance Company	Accounts Payable	\$1,696.53
08/18/2025	8042	ProQuest	Accounts Payable	\$1,077.30
08/18/2025	8043	Quill	Accounts Payable	\$148.01
08/18/2025	8044	Rainbow Artistic Glass	Accounts Payable	\$661.90
08/18/2025	8045	RFD	Accounts Payable	\$8,657.35
08/18/2025	8046	Scholastic Inc.	Accounts Payable	\$1,031.28
08/18/2025	8047	School Specialty	Accounts Payable	\$158.90
08/18/2025	8048	SchoolOutlet.com	Accounts Payable	\$1,815.85
08/18/2025	8049	SDA Activities	Accounts Payable	\$55,500.00

08/18/2025	8050	SDA Depreciation Fund	Accounts Payable	\$162,000.00
08/18/2025	8051	SDA Revolving	Accounts Payable	\$17,036.96
08/18/2025	8052	Segra	Accounts Payable	\$1,503.25
08/18/2025	8053	Shepard Gym Floors	Accounts Payable	\$4,150.00
08/18/2025	8054	Staack Furniture & Carpeting	Accounts Payable	\$29,929.74
08/18/2025	8055	Surnali LLC	Accounts Payable	\$515.00
08/18/2025	8056	Syracuse Area Health	Accounts Payable	\$2,004.75
08/18/2025	8057	Tru by Hilton Kearney	Accounts Payable	\$1,679.40
08/18/2025	8058	TruGreen and Action Pest Control	Accounts Payable	\$2,309.12
08/18/2025	8059	Typing.com LLC	Accounts Payable	\$1,746.50
08/18/2025	8060	Voss Lighting	Accounts Payable	\$365.20
08/18/2025	8061	W.W. Norton & Company, Inc.	Accounts Payable	\$3,325.00
08/18/2025	8062	Windstream	Accounts Payable	\$1,321.52
08/18/2025	8063	WriteTime Communications	Accounts Payable	\$3,004.26
Sub Total				\$603,607.85

Baseball/Softball Co-op Committee Meeting: 8/5/2025

Elmwood: Does not have the numbers to support trying their own teams. If we do a co-op with them more than likely the community will want to pursue wrestling options as well.

Our classification for baseball would remain Class C. Softball enrollment would push us into Class B. Combined would put us at 129. Softball being moved into Class B may not be a huge jump in competition like baseball would be.

Survey has not been completed so they don't have strong feelings on how many kids would be interested.

Goal is to have enough support for both JV and Varsity.

Elmwood currently has Track and Golf for spring sports; Track had about 50 athletes but no qualifiers for state

Our AD would like to push to the 2026-2027 school year/season.

During the season you may average 12 to 14 games a season even if you schedule more because of weather cancellations.

Still questions about what junior high sports will look like and then adding it how it will affect high school track/golf.

Both Schools want this to be very competitive when adding a new sport. No one wants to add it and have it flop.

Syracuse is probably not interested in co-opping in wrestling

Expenses: Would we split expenses 50/50 or would we split based on student participation. Do you do a set fee per school or set fee per student. Primary school would pay all expenses and then whatever the co-op schools' participation is they would be reimbursed on a per student basis.

Transportation: Concerns from both are there enough drivers available to support it.

Potential to have anywhere between 8 to 10 first year but then the following season they could have additional 12 to 15.

Elmwood will have the baseball/softball co-op discussion at their board meeting in August.

MEETING MINUTES

SDA School District Board of Education Meeting

DATE: 07/30/2025

PROJECT: SDA Master Plan

PROJECT #: 23133

LOCATION: Syracuse Elementary School Conference room

ATTENDEES:

BVH Architecture

- Mark Shepard
- Cleve Reeves
- Tim Hemsath

SDA Administration

- David Kraus – Superintendent
- Megan Gilkey – Elementary Principal
- Leslie McIntosh – Middle School Principal

Board of Education Members

- Justin Stark
- Tyler Kriefels
- Brianne Wilhelm
- Barry Janssen
- Ed Zastera

Key Themes and Priorities

1. Community Engagement for Bond

- Essential to get right; needs to be genuine and ongoing.
- Use a facilities committee and host 2–3 community meetings depending on level and timeline of engagement.
- Build trust and ownership—community must see it as **their** plan.
- Emphasize continuous care and stewardship of facilities.

2. Bond Strategy & Timing

- Example of past bond discussions BVH was involved in, began in March/April, ballot vote in September.
- Suggested timeline for next bond vote: **12–18 months from now.**
- Maintain momentum but avoid moving too quickly.
- Use levy strategy like other districts (e.g., FPS) — wraparound and maintain 10–11 cents overall.
- Target bond roll-off in 2033; structure new bond around levy continuity.

3. Financial Planning

- Work with Union Bank and DA Davis to align building and bond levies.
- Current levy: 3–4 cents for bond, consider maintaining 6–7 cents post-2033.
- Consider construction cost realities — it won't get cheaper.
- Do diligence with bond tolerance: 10–20 cents — what does that buy?
- Include scenarios and value for education delivery today.

4. Construction & Procurement

- Explore CMR (Construction Manager at Risk) process for pre-bond planning.
- Bring on CM early for pricing validation and professional guidance.
- Use hard-bid (design-bid-build) for competitive pricing; could use both methods for separate projects.
- Engage advisory board with community construction experience.

5. Facility Priorities

High School

- Major upgrades needed (asbestos, HVAC, outdated systems).
- CTE addition near current shop; address access/parking issues.
- Office relocation, small classroom renovation.
- Long-term: land acquisition for future HS in 30 years.

Elementary School

- Flip site: build new 2-story building on existing site.
- Include gym/auditorium/community space.
- Address safety, security, drop-off/pickup, and internal flow.
- Evaluate Pre-K-3/4 vs. Pre-K-5 configurations.
- Plan for phased expansion.

Middle School

- Roof replacements by 2028.
- HVAC and interior finish upgrades.
- Add performance/auditorium and practice gym/stage.

Athletics & Grounds

- Upgrade track, field, bathrooms, concessions.
- Address grading/drainage, ADA accessibility.
- Improve parking and create SE access point with gentler slope.

Additional Considerations

BVH

ARCHITECTURE

- Minimal growth (0.5% projected), but facilities must be ready for future needs.
- Address curriculum delivery needs of modern education.
- Focus on workforce development, efficiency, and maintaining community access.
- Safety and functionality are top drivers for the bond.

Next Steps

- Mark Sheppard and David Krause to meet with DA Davison to forecast timeline and bond amounts.
- BVH Architecture to regroup around priorities and meet with BOE again in two months to report out on costs and timeline.

Why a Bond is Needed

- Safety & Security
- Functionality:
 - Modern Curriculum & Delivery
 - Operational Efficiency
- Preserve Community Access
- Support Workforce Development

Meeting adjourned.

If you have questions, please call.

Tim Hemsath, Senior Associate

BVH Architecture

If you disagree with any of these notes or decisions, please respond within three working days of receipt of this document; otherwise we will assume your concurrence.

Superintendent Report

Date: August 18, 2025

Location: Elementary Conference Room

1. Strategic Planning

- NASB has been in contact with me about presenting to the board regarding the next steps in our strategic planning process.

2. DA Davidson

- A meeting is scheduled with Mr. Shepard on **August 21st** to review financial matters and planning.

3. Girls Wrestling

- The cooperative agreement with Weeping Water for girls wrestling will require board approval in **September** in order to meet the **October deadline**.

4. Budget Working Meeting

- The budget hearing notices must be submitted to the paper by **August 27th**.
- I recommend that the board hold a working meeting with all members prior to that deadline to finalize details.

5. NASB Meetings

- **Area Membership Meeting:** September 10th
- **Labor Relations Conference:** October 1–2
- **State Education Conference:** November 19–21

Baseball/Softball Co-op Committee Meeting: 8/5/2025

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Potential to have anywhere between 8 to 10 first year but then the following season they could have additional 12 to 15.

Elmwood will have the baseball/softball co-op discussion at their board meeting in August.

Personnel - Certificated EmployeesQualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. Sec. 79-801 et. seq.

Date of Adoption: August 2023

Personnel - Certificated EmployeesQualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in educational supervision and administration from an accredited or approved college or university and have a current Administrative and supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. Sec. 79-801 et. seq.

Date of Adoption: August 2023

Personnel - Certificated EmployeesContract

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

Legal Reference: Neb. Rev. Stat. Sec. 79-817
 Neb. Rev. Stat. Sec. 79-818
 Neb. Rev. Stat. Sec. 79-819

Date of Adoption: August 2023

Personnel - Certificated Employees

Certification

Each certificated staff member shall hold at all times a valid Nebraska teaching or administrative certificate.

Legal Reference: Neb. Rev. Stat. Sec. 79-802

Date of Adoption: August 2023

Personnel - Certificated EmployeesProbationary Certified Employees

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. Sec. 79-824

Date of Adoption: August 2023

Personnel - Certificated EmployeesPermanent Certified Employees

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. Sec. 79-824

Date of Adoption: August 2023

Personnel - Certificated EmployeesAssignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Legal Reference: Neb. Rev. Stat. Sec. 79-839

Date of Adoption: August 2023

Personnel - Certificated EmployeesAgents/Tutors

Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or
2. in a facility owned or under the control of the District; or
3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Legal Reference: NDE Rule 27, Sections 27.402E, 27.403F and 27.404B

Date of Adoption: August 2023

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

Date of Adoption: August 2023

Personnel

Substitute Teachers

The superintendent is granted the authority to appoint temporary and part-time personnel as necessary for the personnel needs of the district. This shall include the appointment of replacement teachers, selected to fill a vacancy occurring during the school year; substitute teachers, employed to provide instruction during the temporary absence of a permanent employee; and teachers employed on a part-time basis or for additional duties during the school year or during summer school programs offered by the district. The superintendent's authority to appoint temporary and part-time personnel shall include the right to approve the replacement of student teachers within the school district.

Temporary and part-time professional personnel shall be selected in accordance with requirements which are or may be stated by statute and within guidelines established by board policies or by negotiated agreements between the board and its professional employees.

Substitute teachers shall be hired at a daily rate of .004 times the base salary as negotiated. When the substitute teacher is employed more than five (10) consecutive days in any one assignment, the daily rate of pay shall be increased to an amount equal to the base salary of a teacher with a bachelor's degree with no experience.

When temporary or part-time personnel are employed by the superintendent, the board shall be informed; the right of review of such placements by the board is reserved.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Adopted	10-17-83
Revised	3-20-95
Revised	3-20-00
Reviewed:	August 2023

SYRACUSE-DUNBAR-AVOCA PUBLIC SCHOOLS

PROFESSIONAL GROWTH POLICY

PROFESSIONAL GROWTH POLICY UPDATES APPROVED: 5/16/2022

SYRACUSE-DUNBAR-AVOCA PUBLIC SCHOOLS
Professional Growth Credit Policy Statement

PROFESSIONAL DEVELOPMENT ACTIVITIES

A. Professional Growth Period

Professional Growth Period refers to the six-year period during which permanent (tenured), certified employees are required by law to give evidence of professional growth. A teacher, upon employment on September 1, may begin their initial six-year growth period at that time, and end it on August 31, six years later. Probationary teachers may choose to commence their six-year obligation any time during the probationary period, but are not obligated to do so. Work completed during the summer between growth periods may be counted toward either the period just closed or the period which starts in September of the same year.

B. Professional Growth Activities

Professional Growth Activities shall refer to the kinds of professional work or activities herein listed which contribute to professional growth. The conditions and limitations under which such activities are performed and accepted may be reviewed and changed by resolution of the Board of Education from time to time. Each activity of professional growth has its own criteria for acceptance and evaluation (page 4).

Point System for Professional Growth Activities

Evidence of completed professional growth activities totaling 24 points must be recorded on the Professional Growth Point Form in the Superintendent's office. It is the individual teacher's responsibility to show that the professional development activity did actually contribute to their increased effectiveness in the capacity in which they are employed. The requirement of proof as to how professional activities can be related to the improvement of instruction rests with the individual teacher.

Professional Growth Committee

A committee known as the Professional Growth Committee will be composed of one principal, and a minimum of four teachers with at least one elementary, one middle school and one high school teacher. Teachers will be elected for two-year, staggered terms at the first meeting of the Syracuse-Dunbar-AvoCa Education Association in the fall. The Superintendent of Schools will appoint the principal to serve on the committee. After the committee has been selected, it will be the responsibility of the committee to meet and select a chairperson. It will be the duty and responsibility of the chairperson to call and preside at all meetings. If a vacancy occurs on the committee, the remaining members of the committee shall submit nominees to the chairperson. The chairperson shall appoint one of the nominees to serve until the next regular election.

Procedure for Applying for Growth Credit and Reimbursement

Application for College Credit earned in accredited colleges will be submitted for approval to the Superintendent of Schools during the registration process. Actual application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Superintendent. The Chairperson will be responsible for distributing to teachers the application forms. A separate application shall be submitted for each activity. The person requesting credit shall initiate the application. The committee will meet at their discretion to review applications for professional growth. Requests that receive approval by three of the five members (or majority in attendance) are assigned the appropriate allotment for points. Points may be applied to previous years as long as it is during the individual's

Professional Growth Period (six years). Reimbursements are approved for the current school year only. The Superintendent of Schools will receive the approved application from the committee chairperson, together with substantiating evidence that the work has been completed.

The Reimbursement Request Form must also be submitted when applying for professional growth reimbursement. The request form for reimbursement must have evidence of expenditures attached. Reimbursement requests must be attached to a point request form. The SDA Administration recommends faculty utilize school transportation for staff development activities. Registration, mileage, and lodging will receive no reimbursement for those that receive credit hours. The committee keeps reimbursement request forms until the 4th quarter meeting.

Registration fees are reimbursable but membership dues are the individual's responsibility. Meals are only reimbursable if part of the registration fee for the workshop. A copy of the registration application must be attached to the reimbursement form upon returning from the conference along with other receipts as required.

Reimbursement for conference hotel or lodging accommodations will be reimbursed in full not to exceed the single rate. In an effort to economize, staff members should attempt to room with other employees attending the same meeting, if possible.

District-Sponsored Professional Growth Activities

§ Attendance at District-Sponsored Growth Activities will be done via a check-in. Building principals may be asked to verify check-in lists. .

§ The Professional Growth Committee will review attendance sheets and submit them to the Superintendent's office.

§ As District-Sponsored Growth Activities are determined by the SIP committee or administration the Professional Growth committee will meet and confer with administration to determine if any of the District-Sponsored Growth Activities will be awarded points. Staff will be notified at the activity or via an email when points will be awarded. .

§ Staff must attend the entire time of the District-Sponsored Growth Activity in which the committee has determined will be awarded points.

§ The committee will meet at the end of the school year to determine if any other additional points need to be awarded for school improvement or other in-district activities.

Follow-up Procedures

Once the Professional Growth Committee has met, the chairperson will distribute a list of all approved activities to certified staff. This list will allow staff members to collaborate their efforts in similar curriculum areas.

Payment Procedure

The dollar amount allocated for professional growth will be budgeted annually by the Superintendent. The Professional Growth Committee will divide the dollars allocated to professional growth into two pools annually. One pool will be designated "Teacher Requested" for discretionary use by teachers. The second pool will be the "Administrator Assigned" money to be spent when teachers are asked to attend an activity by an administrator. The two pools of money are not exclusive and funds may be shifted from one pool to another at the discretion of the professional growth committee.

The SDA Athletic Department shall pay a maximum of \$50 registration fee per year for each coach attending coaches' clinics. Once the registration total accumulates to \$50, coaches are reimbursed from the professional growth funds.

The professional growth committee, at the end of each school year, will determine payments from the "Teacher Requested" money. The payment for one school year to any individual will not exceed 10 percent

of the total dollars budgeted for Professional Growth. The payment period for “Teacher Requested” funds will be from the last day of one school year to the last day of the following period (May to May). Checks will be mailed to teachers during the summer.

The “Administrator Assigned” pool of funds will be spent to pay expenses for teachers asked to attend a meeting or workshop by an administrator. The administrator will reimburse teachers incurring these expenses quarterly.

All remaining money in the professional growth fund will be brought together into one “general pool” for professional growth purposes. This fund will be considered separate from the regular Professional Growth Funds and will allow staff to exceed the 10 percent limitation. The money may be allocated to staff members submitting curriculum development plans to the Professional Growth Committee. The Building Principal will receive the “Curriculum Development Form” by May 1 of the current school year. The Principal will review the plan with the staff member prior to submission to the Committee. The Professional Growth Committee must receive the log of hours and curriculum materials by the first day of school (Teacher Workday) in August. Staff will be compensated for approved projects based upon an eight-hour day, not to exceed four days.

Right of Appeal

Staff members have the right to appeal the decision of the Professional Growth Committee. Within seven calendar days after receiving the decision of the Professional Growth Committee, any applicant may request, in writing, a review of the decision with the Committee and the Superintendent of Schools. This written appeal must be submitted to the chairperson of the committee. All such reviews will be acted upon within five calendar days and the Superintendent will notify the staff member of the decision.

Classification of Activities

On page 4 and 5 of this policy are the activities for which growth points may be obtained and the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of 6 years. Points earned during one growth period may not be counted towards the succeeding professional growth period, even though excessive points may have been earned.

DESCRIPTION OF PROFESSIONAL GROWTH ACTIVITY	MAX. PTS YEARLY	MAX. PTS. 6-YEARS
Accreditation of Other Activities - Activities worthy of professional growth which do not come within the scope of listed activities and descriptions - must be pre-approved by a building principal or superintendent (Points to be determined by Professional Growth Committee)	6	12
Coaches Clinics (one point per day)	4	8
College Credit Earned in Accredited Colleges (One semester hour equals 4 pts)	24	24
Curriculum Development (Must have preapproval from building principal or superintendent) [Must be the planning and development of curriculum guide or activities designed for betterment of the instructional program] (Points to be determined by Professional Growth Committee)	4	8
District Committees District appointed committees such as professional growth, SIP. <u>Member list for this will be distributed to committee chair by administration. Committee chair will complete and submit the member list to the professional growth committee for points</u> (1 point per semester)	2	6
District-Sponsored Workshops[Specific Building In-Services] (Points to be determined by Professional Growth Committee)	4	8
Practicum Supervision (One point per semester)	2	4
Presenting at a Workshop, Conference, Convention (One additional point per workshop - to be added to workshop points below)	6	12
Professional Publications [Publication of any piece of professional writing] (Points to be determined by Professional Growth Committee)	6	12
Professional Travel(Must have preapproval from building principal or superintendent)/Attendance at Professional Conferences or Conventions -Related to Area of Assignment. If pre-approval is unavailable, proof of connection to curriculum or lesson must be attached. (Points to be determined by Professional Growth Committee)	4	8
School Visitation (one point per day)	1	4
Serving as a Cooperating Teacher (Two points per semester)	4	8
Summer Employment - teaching of summer classes (summer school, tutoring, Summer Blast) (Points to be determined by Professional Growth Committee)	2	4

Virtual Trainings - Webinars, Virtual workshops or conferences, Zoom (one point for 3 hours or less; 2 points for 4 or more hours - multiple day workshops will count as number of points per day - 2 day 7 hour workshop = 4 points)	8	24
In-Person Workshops, Conferences, Conventions (one point for 3 hours or less; 2 points for 4 hours or more - multiple day workshops will count as number of points per day - 2 day 7 hour workshop = 4 points)	8	24

1 Teacher Name _____ Today's Date _____
 Specific Title/Name of Activity _____
 Teacher Requested ☐ Administrator Requested ☐

2 Location: Virtual ☐ In-person Location _____
 Month/Date/Year Attended ____/____/____ Number of Days Attended _____
 Brief Description of Activity _____

ATTACHED PROOF OF ATTENDANCE ☐

3 **Check Specific Category of Activity:**☐
 *College or University Course (completed *section 5 below as well) ☐
 Virtual Training ☐ In-Person Workshop, Conference or Convention ☐
 Coaches Clinic ☐ ***Curriculum Development ☐
 School Visit/Cooperating Teacher/Practicum Supervision/Summer Employment ☐
 Presenter at Conference/Workshop ☐ Professional Publication ☐
 **Professional Travel ☐ **Other Activities ☐

 **Must have pre-approval form attached in addition to evidence
 ***Application for Curriculum Development Points/Funds Form must be completed & attached along with evidence of the curriculum development

4 **Reimbursement Requested** _____ (Recommendation: use school vehicle)
***Complete additional reimbursement form and attach proof of attendance and expenses to the reimbursement form.**
 *Please calculate total expenditures

5 ***College Credit Course:**
 Graduate Level: Yes ☐ No ☐
 Course Number/Title _____
 Credit Hours _____ College/University _____

Professional Growth Committee/Administrator Approval

☐ **Not Approved:** Reason for Disapproval: _____

☐ **Approved by Professional Growth Committee** _____ **Points Allowed** _____

☐ **Approved by the Office of the Superintendent** _____ **Points Allowed** _____

APPLICATION FOR PROFESSIONAL GROWTH FUNDS
REIMBURSEMENT REQUEST FORM

Teacher: _____ Today's Date ____ / ____ / ____

Specific Activity Attended : _____

Mo./Day/Year Attended: ____ / ____ / ____ Days Attended : # _____

Teacher Requested : ☐Administrator Requested: ☐***SUBMIT ONE REQUEST FOR EACH ACTIVITY**

Explanation of Expenses	Requested Amount
* RECOMMENDATION: Use School Vehicle Mileage Rate: _____ cents x _____ miles	\$
Registration Fees:(Not Membership Dues)	\$
Lodging Expense:(Not to Exceed Single Rate)	\$
Other:	\$
<u>TOTAL EXPENSES</u>	\$

Professional Growth Committee Signature Area

Expenses Not Allowed: \$ _____

☐ Request Denied: Reason for Denial: _____☐ Request Granted

Expenses Allowed: \$ _____

Reviewed by Professional Growth Committee: _____

Today's Date: ____ / ____ / ____

Year: 2023-2024

Travel or Other Activities Pre-Approval Form

Applicant's Name _____ Position: _____

Date(s) of Planned Activity: _____

Travel Plan Pre-Approval:

Description of planned travel activities: (when, where, length of travel or activities)

Description of how planned travel activities will be used in class(es), connect to or benefit current curriculum: (be specific)

Other Activities Pre-Approval:

Description of other activity: (when, where, description of activity)

Description of how planned activities will be used in class(es), connect to or benefit current curriculum, or provide a professional growth opportunity: (be specific)

As principal/superintendent of Syracuse-Dunbar-Avoca Public Schools, I have reviewed the plans described above and approve them for professional growth points. Recommended point(s) earned upon completion ____.

Principal/Superintendent Signature _____

Date _____

**SYRACUSE-DUNBAR-AVOCA PUBLIC SCHOOLS
APPLICATION FOR CURRICULUM DEVELOPMENT POINTS/FUNDS**

Applicant's

Name _____ Position _____

Curriculum Project: _____

Number of Students Involved: _____ Grade Level(s) Involved: _____

Student Benefit: What are your project's goals and objectives? Explain how your project will supplement and enhance your curriculum.

Outcome: What do you hope your students will achieve from this experience?

MUST SUBMIT BY: 1st day of May-Current School Year

Points/Funds: The applicant must complete a log of hours. Curriculum improvements will be submitted to assess whether stated goals were accomplished.

FINAL RETURN DATE: First Day of School (Teacher Workday) In August

Log of Dates/Hours

Date	Hours	Date	Hours	Date	Hours	Date	Hours

PLAN MUST BE SUBMITTED TO BUILDING PRINCIPAL FOR REVIEW PRIOR TO SUBMISSION TO PROFESSIONAL GROWTH COMMITTEE.

As Principal of Syracuse-Dunbar-AvoCa Public Schools, I have reviewed _____
Project proposed by _____.

Staff will be compensated for approved projects based upon an eight-hour day, not to exceed four days.

Principal's Signature _____

This Project is to receive _____ professional growth points and \$ _____ in reimbursement

Professional Growth Final Approval _____ Points _____ Initials _____ Date: _____ / _____ / _____

**SYRACUSE-DUNBAR-AVOCA PUBLIC SCHOOLS
DISTRICT-WIDE COMMITTEE
MEMBERSHIP LIST/POINT SUBMISSION**

Committee Name: _____

School Year: _____

Committee Chairperson(s): _____

Administrator : _____

(Overseeing Committee - Superintendent, Building Principal)

Committee Members:

First Name	Last Name

As Committee Chair, I verify that the above members actively served on the _____ committee to earn professional growth points.

Committee Chair Signature

Date

Points Approved by the Professional Growth Committee for each member listed above _____

Professional Growth Member Initials _____ **Date Approved** _____

*The administrator overseeing the committee will distribute this form to the committee chairperson. The Committee Chairperson will complete and submit this form to the Professional Growth Committee by the final meeting of the committee for the school year. Each individual listed will receive up to one point per semester.

RESOLUTION APPROVING CERTAIN STAFF TRAININGS

WHEREAS, during the 2024 legislative session, the Legislature enacted LB 1329; and,

WHEREAS, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

WHEREAS, to ensure that the District's planned training requirements for the 2024-2025 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness	Neb. Rev. Stat. § 79-3603	On-line Vector Training	30 Minutes
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	On-line Vector Training	20 Minutes
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	On-line Vector Training	45 Minutes

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

DATED this 15 day of July, 2024.

_____ PUBLIC SCHOOLS

BY: Bry Jones
President

ATTEST:
[Signature]
Secretary

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: August 2023

Revised: June 2024

Personnel - Certificated EmployeesEvaluation of Teachers

These evaluation procedures are applicable to certificated staff (teachers). Administrators are not covered by this evaluation policy.

1. Communication of Evaluation Process.

Annual written communication of the evaluation process to those being evaluated shall be made by distributing a copy of the evaluation instrument to the certificated staff at the beginning of each school year.

2. Duration and frequency of observations and written evaluations

The duration and frequency of observations and written evaluations for probationary and permanent (tenured) teachers are to be as follows:

a. Probationary Teachers.

- i. Formal observations of probationary teachers shall be based upon actual classroom observations for an entire instructional period.
- ii. Probationary teachers shall be formally observed and evaluated at least once each semester.
- iii. The responsible evaluator is expected to complete the second semester evaluations of probationary teachers prior to April 15 of each year.

b. Permanent Teachers.

- i. Formal observations and evaluations of permanent teachers are to be based upon actual classroom observations for an entire instructional period.
- ii. Permanent teachers are to be formally observed and evaluated at least once every three years.

c. Teachers' Responsibility. Teachers are expected to inform the responsible evaluator of instructional periods that would be conducive to an evaluation and to make themselves readily available for evaluations. In the event the responsible evaluator has not initiated the evaluation process nearing the time within which an evaluation is required to be completed, the teacher has the responsibility to notify the responsible evaluator such that the evaluation can be completed when due.

d. Failure to Complete Evaluations. For permanent teachers, a failure to complete evaluations with the designated duration and frequency shall not give the permanent teacher rights, but is to be considered in evaluating the responsible evaluator's performance.

e. Informal Observations and Evaluations. Informal observations and evaluations may be conducted as the administration determines to be appropriate.

- f. Additional Observations and Evaluations. The duration and frequency of observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the teacher or in the discretion of the evaluator.
- g. Conferences. The evaluator is expected to meet with each teacher within five school days of the formal observation to address the observation and any concerns observed during said observation. The evaluator may need to meet with a teacher more frequently if the evaluator determines that follow-up conferences would benefit the teacher.

3. Evaluation Criteria

Teachers shall be evaluated based upon the following district-defined evaluation criteria:

- Instruction, which includes:
 - Instructional Process
 - Instructional Climate, which includes Classroom Organization and Management
- Professionalism, which includes:
 - Professional Conduct
 - Personal Conduct
- Improvement, which includes:
 - Teaching Improvement
 - School Improvement

The descriptors set forth in the evaluation instrument approved by the board of education set forth the specific district-defined criterion within each of the foregoing criteria areas.

In preparing summative evaluations, evaluators are to consider not only the formal observations conducted, but also informal observations and other relevant information concerning the performance of the teacher in each of the evaluation criteria.

4. Communication of Deficiencies

The evaluation process shall include written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement.

As professionals, teachers may be assigned responsibility to provide suggestions for improvement plans or job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, teachers shall have the duty to comply with such plans. Teachers are expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

5. Teacher Responses to Evaluations

Teachers shall be provided seven calendar days from receipt of an evaluation in which to give a written response to the evaluation.

6. Plan for Training Evaluators

All evaluators shall possess a valid Nebraska Administrator's Certificate and be trained to use the evaluation system used in the District. Training sessions in the use of the District's teacher evaluation system will be provided by the Superintendent or designee to all evaluators prior to their participation in teacher evaluations. Refresher training is to be conducted as the Superintendent determines to be needed.

Legal Reference: Neb. Rev. Stat. Sec. 79-828 (Evaluation of Probationary Teachers)
NDE Rule 10

Date of Adoption: August 2023

Personnel - Certificated EmployeesReduction in Force Policy for Certificated Staff

Reductions-in-force of certificated staff member may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, 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.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four

months commencing at the end of the contract year and the employee shall be recalled on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Legal Reference: Neb. Rev. Stat. Sections 79-846 to 79-849

Date of Adoption: August 2023

Personnel - Certificated EmployeesLeave of Absence

After a minimum of ~~five years~~ ~~three (3) years~~ of employment in Syracuse Dunbar Avoca Public Schools, a teacher may apply for a ~~one time~~, one-year leave of absence. Criteria to be considered by the superintendent in recommending approval or denial of a request include:

- no more than one ~~teacher grades Pre K-6 and one teacher grades 7-12~~ ~~Elementary teacher and no more than one Secondary teacher~~ may be on leave during the same year. If more than one request is received from the Elementary or Secondary, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the school district, and seniority;
- requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1;
- a qualified replacement must be found before the leave is approved;
- no salary or benefits will be paid to the teacher by the district during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier; the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
- a teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;
- a teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement; and
- a teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

Date of Adoption: August 2023 ~~Date of Adoption:~~ ~~_____~~ ~~[Insert Date]~~

Personnel - Certificated EmployeesDual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district. Should two or more teachers receive administration approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.

Date of Adoption: August 2023

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: August 2023

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: August 2023

Personnel - All EmployeesLeave for CourtA. Jury Duty

In the event that a District employee receives notice that he or she may be required to serve on a jury, the employee shall notify as soon as possible the building principal of the potential jury duty day(s). In doing so, the employee must provide a copy of the jury summons or notification from the court. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee serves on the jury, such as lesson planning for a substitute teacher.

In the event that a District employee is selected for jury duty, the employee shall immediately notify the building principal. For any day that the employee actually serves on the jury, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned that day and the amount that the employee receives as payment for jury service. An employee who serves on a jury will not be required to use or lose any available leave days in order to serve on the jury.

In the event that a District employee is not selected for jury duty, then such employee shall immediately notify the building principal and report to work as scheduled.

B. Subpoenas

In the event that a District employee is subpoenaed as a witness in a legal matter, the District will accommodate the employee's leave, as long as the employee provides reasonable advanced notice to the building principal. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee is absent, such as lesson planning for a substitute teacher. For any hours that the employee testifies in a legal proceeding during a regularly scheduled work day, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned and the amount that the employee receives for testifying as a witness. An employee who misses work to testify will not be required to use or lose any available leave days in order to testify. An employee will not lose any other benefits (such as health insurance) for serving on a jury.

Notwithstanding anything to the contrary in this policy, if a District employee is either (1) a party to a legal matter or (2) subpoenaed as a witness in a legal matter in which the employee has a personal interest, then the employee will not be paid by the District for any such absence, unless the employee uses available paid leave and such leave is approved in advance by the Superintendent. Legal matters that involve an employee's personal interest may include criminal proceedings (including traffic citations) against the employee, divorce or family law proceedings involving the employee or a member of the employee's family, or civil disputes between the employee and a third party; however, the Superintendent shall have the final say on whether an employee has a personal interest in the legal matter at issue.

C. Subject to Negotiated Agreement

In the event that any provision(s) of this policy conflict with the applicable negotiated agreement, then such provision(s) of this policy will be disregarded and the negotiated agreement will control.

Legal Reference: Neb. Rev. Stat. Sections 25-1223 & 25-1640

Date of Adoption: August 2023

Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: August 2023

Personnel - All EmployeesInjury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Legal Reference: LB 1186 (2020)

Date of Adoption: August 2023

Personnel - All EmployeesSocial Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for District meetings.
 - d. In files with unrestricted access within the District.
 - e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's co-workers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Legal Reference: Neb. Rev. Stat. Sec. 48-287
 5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: August 2023

Personnel - All EmployeesMilitary and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. Sections 55-160 to 55-166;
 Neb. Rev. Stat. Sections 55-501 to 55-507
 29 U.S.C.A. Sections 2611, et seq. and 29 CFR Part 825
 38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Date of Adoption: August 2023

Personnel - All EmployeesNotification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall

be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Date of Adoption: August 2023

Personnel - All EmployeesWage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. Sec. 48-1230

Date of Adoption: August 2023

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.

- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Adoption: August 2023

Personnel - All EmployeesProhibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: ESSA Sec. 8038, Sec. 8546

Date of Adoption: August 2023

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
 - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
 - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
 - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: Nebraska Revised Statutes Sections 48-3501 to 48-3511
Date of Adoption: August 2023

Personnel - Certificated Employees

VOLUNTARY EARLY RETIREMENT BENEFIT (CERTIFIED STAFF ONLY, NOT TO INCLUDE ADMINISTRATORS)

Policy Statement:

The Syracuse-Dunbar-Avoca Public School District recognizes the contributions of its certified staff and has historically offered a Voluntary Early Retirement Benefit (VERB) to eligible employees. To align with evolving fiscal responsibilities and strategic staffing objectives, the District will implement a phased discontinuation of the VERB program, concluding on August 31, 2030.

I. Eligibility Criteria:

To qualify for the VERB, an employee must:

1. Be a certified staff member (excluding administrators).
2. Be eligible to receive unreduced benefits from the Nebraska School Employee Retirement System.
3. Have completed a minimum of 15 years of continuous service with the Syracuse-Dunbar-Avoca Public School District.

II. Phased Reduction Schedule:

1. **Full Benefit Period (September 1, 2025 – August 31, 2028):**
 - Eligible employees may apply for the VERB under existing terms and conditions.
 - Applications must be submitted by January 15 of the intended retirement year.
2. **Reduced Benefit Period (September 1, 2028 – August 31, 2030):**
 - For retirements effective during the 2028–2029 school year, the VERB will be reduced by 25% from the full benefit amount.
 - For retirements effective during the 2029–2030 school year, the VERB will be reduced by 50% from the full benefit amount.
 - All other terms and conditions remain consistent with the existing policy.

III. Program Conclusion:

- Effective September 1, 2030, the VERB program will be discontinued.
- No applications for early retirement benefits under this program will be accepted for retirements effective after August 31, 2030.

IV. Communication and Administration:

- The Superintendent is responsible for communicating these changes to all certified staff and ensuring understanding of the revised timelines and benefits.
- Individual consultations will be available for employees approaching retirement eligibility to assist in planning.

V. Policy Review:

- This policy will be reviewed periodically to ensure alignment with District goals and compliance with applicable laws and regulations.

Early Retirement Benefit – Qualification Survey Summary

Eligibility requires **15 continuous years** in the district and meeting **Rule 85** (age + years of service = 85, minimum age 55).

Total responses: 13 Would miss benefit if discontinued now (shaded): 6 (46.2%)

School Year	Number of Teachers
2025-2026	1
2026-2027	3
2028-2029	2
2029-2030	1
2030-2031	2
2032-2033	3
2034-2035	1

Teachers Qualifying by School Year

