

# Board of Education Regular Meeting

Monday, January 10, 2022 8:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Mark Avery: Present  
Bryce Borchers: Present  
Doug Cast: Present  
Jodi Cast: Present  
Jason Richters: Present  
Doug Tonniges: Present

1. MEETING CALL TO ORDER	<b>Speaker (s)</b> : Board President
1. Reading of Public Meeting Notice	<b>Speaker (s)</b> : Board President
1. Open Meetings Act	<b>Speaker (s)</b> : Board President
2. Roll Call	<b>Speaker (s)</b> : President Richters
1. Action to Excuse Board Member(s) if Necessary	<b>Speaker (s)</b> : President Richters
3. Pledge of Allegiance	<b>Speaker (s)</b> : President Richters
4. BOARD REORGANIZATION	<b>Speaker (s)</b> : SUPT. FORD
1. ELECTION OF PRESIDENT	<b>Speaker (s)</b> : SUPT. FORD
2. ELECTION OF VICE PRESIDENT	
3. ELECTION OF SECRETARY	
4. ELECTION OF TREASURER	
5. Consent Agenda	<b>Speaker (s)</b> : President Richters
1. Additions/Deletions and Agenda Approval	<b>Speaker (s)</b> : President Richters
2. Consider Minutes of Previous Meeting and Their Approval	<b>Speaker (s)</b> : Board President
3. Consider General Fund and Activity Fund Bills and Their Approval	<b>Speaker (s)</b> : Board President
4. Consider Activity Accounts and Treasurer's Report	<b>Speaker (s)</b> : Board President
6. Public Forum	<b>Speaker (s)</b> : Board President
1. Public forum on agenda items: This is an opportunity for members of the public to speak to items on the agenda. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.	<b>Speaker (s)</b> : Board President
2. Public forum on any topic: This is an opportunity for members of the public to speak to any topic concerning the school district. Since it is not an agenda item, the board cannot discuss or take action at this time on the	<b>Speaker (s)</b> : Board President

matter. Thank you for your participation.

2. **ACTION ITEMS**

**Speaker(s):** Board  
President

1. REVIEW AND CONSIDER APPROVING POLICIES 3026-3058

**Action(s):**

Motion to approve policies 3026-3058 as presented, with updates to policies: 3036, 3039, 3046, 3050; and new policies 3056 and 3058. Passed with a motion by Doug Tonniges and a second by Jodi Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

2. REVIEW AND CONSIDER APPROVING FACILITY RENTAL FEES FOR THE 2022-2023 SCHOOL YEAR.

**Speaker(s):** SUPT.  
FORD

3. REVIEW AND CONSIDER APPROVING SUMMER DRIVING RATES FOR THE 2022-2023 SCHOOL YEAR

**Action(s):**

Motion to approve driving rates of \$175.00 for the 2022-2023 school year as presented Passed with a motion by Bryce Borchers and a second by Doug Tonniges.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

4. REVIEW AND CONSIDER APPROVING RETURN TO LEARN PLAN FOR ESSER FUNDING.

**Speaker(s):** SUPT.  
FORD

**Action(s):**

Motion to approve return to learn plan as presented. Passed with a motion by Jodi Cast and a second by Doug Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea

Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

5. CONSIDER RATIFYING NEGOTIATIONS PROPOSAL AND SALARY/FRINGE BENEFITS

**Speaker(s):** SUPT.  
FORD

**Action(s):**

Motion to approve the 2022-2023 Negotiated Agreement as presented Passed with a motion by Doug Cast and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

6. REVIEW AND CONSIDER APPROVING QUOTE FOR 2017 JOHN DEERE GATOR

**Action(s):**

Motion to approve the purchase of the 2017 John Gator as presented Passed with a motion by Doug Cast and a second by Doug Tonniges.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

7. CONSIDER ACCEPTANCE OF RESIGNATION

**Action(s):**

motion to accept Mr. Booth's resignation with regrets and best wishes. Passed with a motion by Jason Richters and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce  
Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason  
Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

3. **DISCUSSION ITEMS**

**Speaker (s):** Board  
President

1. ADMINISTRATOR REPORTS-PBIS

2. FOUNDATION UPDATE

3. 2022-2023 SCHOOL CALENDAR

4. SPRING NRCSA CONFERENCE

5. BOARD CALENDAR FOR 2022-DISCUSSION

**Speaker (s):** SUPT.  
FORD

6. BOE ELECTION INFORMATION 2022

7. SUPERINTENDENT CONTRACT

4. **ADJOURN**

**Speaker (s):** Board  
President

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Board Secretary

# CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue  
P.O. Box 187  
Utica, NE 68456-0187  
402-534-2321  
FAX 402-534-2291

Seth Ford  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
AD/Asst. Principal

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Cara Stoll  
Special Services

## CENTENNIAL BOARD OF EDUCATION REGULAR MEETING December 13, 2021

Notice of meeting was published in York News Times on December 1, 2021.

Meeting was called to order at 8:00 p.m. with all board members present. Administrators present were Mr. Ford, Mr. Bargaen, Mrs. Stoll and Mr. Booth. Guests were Geri Bartholomew and Sharon Powell.

Motion made by D. Cast, seconded by Borchers, to approve consent agenda as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by Tonniges, to accept the 2020-2021 audit report as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for; Motion carried 6-0.

Motion made by J. Cast seconded by Richters, to approve the hire of Emma Dannehl as Art Teacher and Christi Ten Benzel as School Psychologist for the 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Avery, to approve policies 3000-3025 as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by D. Cast, to remove Ron Oswald from Safety Deposit Box at First Bank of Utica and to add Marge Rhodes and Seth Ford. Remove Tim DeWaard from the Depreciation Fund Account at Farmers & Merchants Bank and add Seth Ford. Members polled: Avery for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0

Heard board member's reports.

Heard School Wellness report.

Heard Multicultural Education report.

Heard Foundation update.

Heard Preschool update.

Motion made by D. Cast, seconded by Tonniges, to adjourn meeting. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Jodi Cast, Secretary  
Centennial Board of Education

JC:mr

**Board Report for Newspaper**  
**JANUARY 2022**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
<b>GENERAL FUND</b>		
ALPHA REHABILITATION	THERAPY SERVICES	390.92
AMAZON CAPITAL SERVICES	SUPPLIES	348.19
ARNOLD MOTOR SUPPLY	AUTO PARTS	388.86
AUTO-JET MUFFLER CORP	AUTO PARTS	434.60
BEAVER HARDWARE	FACILITY SUPPLIES	110.71
BERNIKLAU EDUCATION SOLUTIONS TEAM	SPED TUITION	9,534.14
BGNE, INC	AUTO PARTS/SUPPLIES	714.84
BLACK HILLS ENERGY	NATURAL GAS	5,878.84
BREITKREUTZ, JESSICA	REIMBURSEMENT	30.00
CAPITAL ONE	SUPPLIES	21.51
CAPITOL ONE TRADE CREDIT	FACILITY SUPPLIES	439.27
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	10,407.48
CENTENNIAL LUNCH	TRANSFER	101.73
CENTER FOR LITERACY AND LEARNING, THE	REG FEE	2,235.00
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	9,707.61
CENTRAL VALLEY AG	FUEL	5,404.18
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	1,994.33
COZAD COMMUNITY SCHOOLS	MILEAGE	175.50
CULLIGAN OF CRETE	SUPPLIES	336.00
DIETZE MUSIC HOUSE	SHEET MUSIC/EQUIP	77.40
EASY TIME CLOCK, INC	CLOUD SOFTWARE	42.00
EDUCATIONAL SERVICE UNIT #6	CONTRACTED SERVICES/SUPPLIES	16,889.81
GRADUATE LINCOLN	TRAVEL EXP	536.00
GRAHAM TIRE COMPANY	TIRES	242.48
GRAINGER	FACILITY SUPPLIES	1,334.22
H & S PLUMBING AND HEATING	PLUMBING	1,418.74
HEINE, KATHY	REIMBURSEMENT	59.50
HIRERIGHT LLC	PHYSICAL/TESTING	62.80
HOUCHEN BINDERY LTD	TEXTBOOKS	32.85
INSECT LORE	SUPPLIES	47.94
INSIGHT PUBLIC SECTOR, INC	TECHNOLOGY	251.25
J.W. PEPPER & SON, INC	SHEET MUSIC	355.68
KAPLAN	SUPPLIES	1,773.33
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE	468.43
KOPCHOS SANITATION, INC	SERVICES	74.00
KSB SCHOOL LAW	LEGAL SERVICE	638.00
LAQUINTA INNS & SUITES	STAFF TRAVEL	225.90
LEE'S REFRIGERATION	EQUIPMENT REPAIRS	108.50
MATHESON TRI-GAS INC	WELDING SUPPLIES	261.88
MCCORMICK'S HEATING & AIR CONDITIONING	HVAC MAINTENANCE	2,058.71
MIDWEST ALARM SERVICES	MAINTENANCE	155.64
MORENZONI, ELIZABETH	REIMBURSEMENT	15.00
MOSAIC AT AXTELL	TUITION	3,355.80
NASB	FEES	677.00

**Board Report for Newspaper**  
**JANUARY 2022**

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
NATIONAL SCHOOL BOARDS ASSOC	DUES/FEES	975.00
NEBRASKA CENTRAL EQUIPMENT, INC	BUS PARTS/SUPPLIES	85.11
NEBRASKA DOOR & WINDOW LLC	MAINTENANCE	51.18
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	6,847.92
ONE SOURCE BACKGROUND COMPANY	SERVICES	19.00
PAC N SAVE - SEWARD	SUPPLIES	32.48
PAC N SAVE - UTICA	FOOD/SUPPLIES	41.46
PAYFLEX	FEES	153.00
PODLISKA, HOLLY	REIMBURSEMENT	36.20
POTTER REPAIR	AUTO REPAIR	2,879.81
PRESTO-X CO	PEST CONTROL	124.00
PROVIDENCE WORKING CANINES	SERVICES	425.48
QUILL CORPORATION	SUPPLIES	43.14
RADIO ENGINEERING INDUSTRIES	BUS CAMERAS	2,880.00
RED COUCH COUNSELING, LLC	COUNSELING	492.54
SECURITY BENEFIT	RETIREMENT	20,362.75
SHERWIN WILLIAMS CO, THE	FACILITY SUPPLIES	31.33
SLACK AUTO SUPPLY	PARTS	7.19
SMART SIGN	SOFTWARE	230.00
SMITH HAMILTON, INC	FIXTURES	2,699.99
SOFTWARE UNLIMITED INC	BUSINESS OFFICE SOFTWARE	50.00
SPARQDATA SOLUTIONS	CLOUD SOFTWARE	3,660.00
TRUCK CENTER COMPANIES	BUS REPAIRS	20.50
UNITE PRIVATE NETWORKS, LLC	WAN FIBER	625.43
UTICA PARTS & SERVICE	AUTO REPAIRS/PARTS	742.86
VERIZON CONNECT FLEET	FLEET GPS	265.30
VERIZON WIRELESS	CELL PHONES	90.32
VILLAGE OF UTICA	WATER/SEWER	1,376.00
WASTE CONNECTIONS OF NE	TRASH REMOVAL	628.59
WINDSTREAM	TELEPHONE/INTERNET	410.72
YORK NEWS TIMES	ADV/PRINTING	88.17
ZITO BUSINESS	INTERNET SERVICE	41.70

**Fund Total: 126,233.74**

**Checking Account Total: 126,233.74**

**SPECIAL BUILDING FUND**

ZITO BUSINESS	INTERNET SERVICE	9,035.00
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**Fund Total: 9,035.00**

**Checking Account Total: 9,035.00**

**Register Report - Last month  
12/1/2021 through 12/31/2021**

<b>Date</b>	<b>Account</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Tag</b>	<b>Amount</b>
12/3/2021	Checking	43198	Keaton Kucera	FB Coach 21-22 Season	[Athletics]	Booster Club	-400.00
12/3/2021	Checking	43199	Logan Clonce	FB Coach 21-22 Season	[Football]		-200.00
12/3/2021	Checking	43200	K.J. Gierhan	FB Coach 21-22 Season	[Football]		-200.00
12/3/2021	Checking	43201	Chase Bryant	BB official 12-4-21	[Athletics]		-150.00
12/3/2021	Checking	43202	Colson Hesterman	BB official 12-4-21	[Athletics]		-150.00
12/3/2021	Checking	43203	Dean Hesterman	BB official 12-4-21	[Athletics]		-150.00
12/3/2021	Checking	43204	Jerry Wall	BB official 12-4-21	[Athletics]		-60.00
12/3/2021	Checking	43205	Arnie Hellbusch	BB official 12-4-21	[Athletics]		-60.00
12/3/2021	Checking	43206	Quinn Huppert	BB official 12-4-21	[Athletics]		-60.00
12/3/2021	Checking	43207	Brendan Fowler	BB official 12-4-21	[Athletics]		-60.00
12/3/2021	Checking	43208	Centennial General Fund	Retirement	[General]		-167,601.07
12/3/2021	Checking	43209	Sports Express	Bronco of Week Shirts	[Bronco Store]		-294.00
12/3/2021	Checking	43210	Centennial General Fund		[Dance-Cheer]		-812.35
12/6/2021	Checking	43211	Postmaster	stamps - 1 roll post card, 1 roll regular	[Athletics]		-564.36
12/6/2021	Checking	43212	Elliot Carraher	BB official 12-6-21	[FFA]		-98.00
12/6/2021	Checking	43213	Chance Sterling	BB official 12-6-21	[Athletics]		-110.00
12/6/2021	Checking	16738	Nikki Klanecky	Conc JHGBB 11-30-21	[Athletics]		-110.00
12/6/2021	Checking	16739	Jenny Wagner	Gate JH GBB 11-30-21	[Concessions]		426.25
12/6/2021	Checking	16739	Jenny Wagner	Gate JH GBB 11-30-21	[Athletics]		168.00
12/6/2021	Checking	16740	Jenny Wagner	Gate Dist. Unified Bowling 11-30-21	[Dist. Events]		155.00
12/6/2021	Checking	16741	Nikki Klanecky	Conc BB 12-4-21	[Concessions]		1,432.50
12/6/2021	Checking	16742	Jenny Wagner	Gate BB 12-4-21	[Athletics]		743.00
12/6/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-194.94
12/7/2021	Checking	16743	Kara Fehlhafer	Raffle Dec 16 (\$740) ~ Prime Rib (\$271.35)	[Centennial Choice]		1,011.35
12/7/2021	Checking	16744	Kara Fehlhafer	Heser \$1000 ~ R. Cardick \$150	[Centennial Choice]		1,150.00
12/8/2021	Checking	16745	Nikki Klanecky	Conc Res BB 12-6-21	[Concessions]		512.75
12/8/2021	Checking	16746	Jenny Wagner	Gate Res BB 12-6-21	[Athletics]		188.00
12/9/2021	Checking	43214	Jason Villalobos	BB official 12-9-21	[Athletics]		-60.00
12/9/2021	Checking	43215	Paige Peterson	BB official 12-9-21	[Athletics]		-60.00
12/9/2021	Checking	43216	Braedon Thompson	BB official 12-9-21	[Athletics]		-60.00
12/9/2021	Checking	43217	Kevin Anandel	BB Official 12-9-21	[Athletics]		-60.00
12/9/2021	Checking	43218	Aaron Williams	BB Official 12-9-21	[Athletics]		-150.00
12/9/2021	Checking	43219	Steve Harris	BB official 12-9-21	[Athletics]		-150.00
12/9/2021	Checking	43220	Isaac Kreikemeier	BB official 12-9-21	[Athletics]		-210.00
12/9/2021	Checking	43220	Isaac Kreikemeier	BB official 12-11-21	[Athletics]		-60.00
12/9/2021	Checking	43221	Rebecca Niggins	BB official 12-11-21	[Athletics]		-60.00
12/9/2021	Checking	43222	Jason Villalobos	BB official 12-11-21	[Athletics]		-60.00
12/9/2021	Checking	43222	Jason Villalobos	BB official 12-11-21	[Athletics]		-60.00
12/9/2021	Checking	43223	Brendan Fowler	BB official 12-11-21	[Athletics]		-60.00
12/9/2021	Checking	43224	CJ Cooper	BB officials 12-11-21	[Athletics]		-450.00
12/9/2021	Checking	43225	Dean Davis	Wrestling 12-11-21	[Athletics]		-250.00
12/9/2021	Checking	43226	Mark Tachovsky	WR Official 12-11-21	[Athletics]		-350.00
12/9/2021	Checking	43227	Scott DeLong	WR Official 12-11-21	[Athletics]		-350.00

12/9/2021	Checking	43228	Ryan Kratochvil	WR Official 12-11-21	[Athletics]		-350.00
12/9/2021	Checking	43229	**VOID**Chance Sterling	A DIFFERENT REF CAME - JH GBB official 12-13-21	[Athletics]		0.00
12/9/2021	Checking	43230	Elliot Carraher	JHGBB official 12-13-21	[Athletics]		-80.00
12/9/2021	Checking	43231	Brenden Gerlach	BB official 12-14-21	[Athletics]		-60.00
12/9/2021	Checking	43232	Elliot Carraher	BB official 12-14-21	[Athletics]		-60.00
12/9/2021	Checking	43233	**VOID**Amy Stephens	ANOTHER OFFICIAL SHOWED UP - BB official 12-14-21	[Athletics]		0.00
12/9/2021	Checking	43234	Chance Sterling	BB official 12-14-21	[Athletics]		-60.00
12/9/2021	Checking	43235	Scott Spurgeon	BB official 12-14-21	[Athletics]		-150.00
12/9/2021	Checking	43236	Vernon Breakfield	BB official 12-14-21	[Athletics]		-150.00
12/9/2021	Checking	43237	Greg Otteman	BB official 12-14-21	[Athletics]		-150.00
12/9/2021	Checking	43238	NCA	2021 State Cheer/Dance Championship Reg.	[Dance-Cheer]		-185.00
12/9/2021	Checking	16747	Holly Podliska	fruit sales	[FFA]		18,298.73
12/9/2021	Checking	16748	Holly Podliska	donations & cutting boards	[FFA]		1,120.00
12/9/2021	Checking	16749	Holly Podliska	donation/reimbursement	[FFA]		428.00
12/9/2021	Checking	16750	Leah Pankoke	Conc. Tip \$	[Class '23]		15.00
12/9/2021	Checking	16751	Jenny Wagner	all-sports passes	[Athletics]		170.00
12/9/2021	Checking	16752	Dana Yamber	Braydon S. lost library book	[Library]		11.19
12/9/2021	Checking	16753	Joshua Harris	Reed \$	[Instr.]		3.00
12/9/2021	Checking	16754	Dan Tesar	Landon O'Donnell invoice broken CB	[CB Assurance]		10.00
12/10/2021	Checking	43239	Wayne State College	WSC Honor Choir Audition Fee-2 Students	[Vocal]	DR	-10.00
12/10/2021	Checking	43240	Music Theatre International	Musical Contract Fees	[Musical]		-1,040.00
12/10/2021	Checking	16755	Nikki Klanecky	Conc BB 12-9-21	[Concessions]		1,567.10
12/10/2021	Checking	16756	Kara Fehlhafer	raffle	[Centennial Choice]		265.00
12/10/2021	Checking	16757	Jenny Wagner	Gate BB 12-9-21	[Athletics]		465.00
12/10/2021	Checking	16758	Rachel Saunders	One Act T-Shirts	[One Act]		394.00
12/10/2021	Checking	16759	Rachel Saunders	Freshman Fundraiser - signs	[Class '25]		3,265.00
12/10/2021	Checking	16760	Jenny Wagner	All Sports Passes	[Athletics]		40.00
12/10/2021	Checking	16761	Cam Scholl	Travel gear	[Boys Basketball]		2,250.00
12/10/2021	Checking	16762	Jake Polk	youth bball camp	[Girls Basketball]		980.00
12/10/2021	Checking	16763	Colette Stelling	popcorn fundraiser	[Dance-Cheer]		1,430.00
12/13/2021	Checking	43241	Simply Amaizen Popcorn & Snacks	Popcorn Fundraiser - Inv #01	[Dance-Cheer]		-1,043.00
12/13/2021	Checking	43242	Sam's Club/Synchrony Bank	Acct 6046002039311831 - Conc. supplies	[Concessions]		-51.91
12/13/2021	Checking	43243	Wahoo High School	WR Entry Fee	[Athletics]		-125.00
12/13/2021	Checking	43244	HPC Schools	HS Wrestling Invite	[Athletics]		-150.00
12/13/2021	Checking	43245	Hilary Conway	Fundraiser - Signs	[Class '25]		-2,520.00
12/13/2021	Checking	43246	Rivalry	One Act Shirts	[One Act]		-384.00
12/13/2021	Checking	43247	Dancewear Solutions	Invoice #221131321 - show choir outfits	[Show Choir]		-295.51
12/13/2021	Checking	43248	Band-mart/Choir-Mart	Inv #3109063 - show choir shoes	[Show Choir]		-158.06
12/13/2021	Checking	43249	Bronco Spur		[Concessions]		-312.00
12/13/2021	Checking	43250	Bronco Spur		[Dist. Events]		-100.00
12/13/2021	Checking	43251	Northeast Community College	Jazz Festival Entry Fee	[Concessions]		-208.00
12/13/2021	Checking	43252	Lichti Oil	Acct #1223 - Pizza	[Girls Basketball]		-24.00
12/13/2021	Checking	43253	Sportboardz	XC updates - Inv #1232021CU	[Show Choir]	DR	-150.00
					[Concessions]		-106.00
					[Dist. Events]		-14.50

12/13/2021	Checking	43254	Pac N Save		[FFA]		-23.16
					[Dist. Events]		-198.03
12/13/2021	Checking	43255	Wild Roots Greenhouse And Market, LLC	Inv #680 - poinsettias	[FFA]		-900.45
12/13/2021	Checking	43256	Centennial Lunch Fund	Cinnamon Rolls for FFA monthly meeting	[FFA]		-34.25
12/13/2021	Checking	43257	Cash-Wa Distributing	concession supplies	[Concessions]		-326.20
12/13/2021	Checking	43258	BSN Sports	BBB Travel Gear - Order #304551533	[Boys Basketball]		-4,163.29
12/13/2021	Checking	43259	Cara Stoll	Unified Bowling Meal in Columbus	[Athletics]		-81.83
12/13/2021	Checking	43260	Centennial Lunch Fund	Pulled Pork Sandwiches	[Concessions]		-207.89
12/13/2021	Checking	43261	Palmyra High School	WR Entry Fee	[Athletics]		-80.00
12/13/2021	Checking	43262	Fillmore Central	JH GBB Entry Fee	[Athletics]		-100.00
12/13/2021	Checking	43263	Schuyler Middle School	JH Wrestling Entry Fee	[Athletics]		-100.00
12/13/2021	Checking	43264	North Printing & Office Supply	Inv #72162 - Winter Locker Signs	[Dance-Cheer]		-118.04
12/13/2021	Checking	16764	Nikki Klanecky	Con JH WR 12-11-21	[Concessions]		1,680.00
12/13/2021	Checking	16765	Jenny Wagner	Gate JHWR 12/11	[Athletics]		1,882.00
12/13/2021	Checking	16766	Nikki Klanecky	Conc BB 12-11-21	[Concessions]		1,622.50
12/13/2021	Checking	16767	Jenny Wagner	Gates BB 12-11	[Athletics]		717.00
12/13/2021	Checking	16768	Kara Fehlhafer	Raffle 12-11-21	[Centennial Choice]		110.00
12/13/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-4.20
12/13/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-28.00
12/14/2021	Checking	43265	Adam Benes	JH GBB official 12-13-21	[Athletics]		-80.00
12/14/2021	Checking	43266	Rebecca Higgins	BB official 12-14-21	[Athletics]		-60.00
12/14/2021	Checking	16769	Nikki Klanecky	Con JHGBB 12-13-21	[Concessions]		301.50
12/14/2021	Checking	16770	Jenny Wagner	Gate JHGBB 12-13-21	[Athletics]		106.00
12/15/2021	Checking	16771	Kara Fehlhafer	Raffle 12-14-21	[Centennial Choice]		375.00
12/15/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-2.45
12/15/2021	Checking	AUTO	DLX FOR BUSINESS, Deluxe SBS	Deposit Slips	[General]		-168.80
12/17/2021	Checking	43267	**VOID**Paige Peterson	DID NOT OFFICIATE - BB official 12-18-2021	[Athletics]		0.00
12/17/2021	Checking	43268	Jason Villalobos	BB official 12-18-21	[Athletics]		-60.00
12/17/2021	Checking	43269	Brenden Gerlach	BB official 12-18-21	[Athletics]		-60.00
12/17/2021	Checking	43270	Jerry Wall	BB official 12-18-21	[Athletics]		-60.00
12/17/2021	Checking	43271	Kevin Fields	BB official 12-18-21	[Athletics]		-150.00
12/17/2021	Checking	43272	John Moody	BB Official 12-18-21	[Athletics]		-150.00
12/17/2021	Checking	43273	Pat Spangler	BB official 12-18-21	[Athletics]		-150.00
12/17/2021	Checking	43274	Cody Bender	Vol. Coach	[Wrestling]	Booster Club	-50.00
12/17/2021	Checking	16772	Nikki Klanecky	Conc BB 12-14-21	[Concessions]		1,290.50
12/17/2021	Checking	16773	Jenny Wagner	Gates BB 12-14-21	[Athletics]		312.00
12/17/2021	Checking	16774	Kara Fehlhafer	Donations	[Centennial Choice]		1,206.40
12/17/2021	Checking	16775	Kara Fehlhafer	raffle tickets	[Centennial Choice]		760.00
12/20/2021	Checking	43275	Haden Richters	BB official 12-18-2021	[Athletics]		-60.00
12/20/2021	Checking	16776	Nikki Klanecky	Conc BB 12-18-21	[Concessions]		1,315.25
12/20/2021	Checking	16777	Jenny Wagner	Gates BB 12-18-21	[Athletics]		692.00
12/21/2021	Checking	43276	Amazon Capital Services	nacho cheese	[Concessions]		-131.00
12/21/2021	Checking	43277	Lion's Club	Concessions (3 events)	[Concessions]		-1,029.22
12/21/2021	Checking	43278	Utica Fire And Rescue	Concessions	[Concessions]		-559.79
12/21/2021	Checking	43279	Centennial Elem. Activity Fund	Concessions - 1st Grade	[Concessions]		-176.90



# Register Report - Last month

12/1/2021 through 12/31/2021

1/6/2022

Date	Account	Num	Description	Memo	Category	Tag	Tax ... Clr	Amount
<b>BALANCE 11/30/2021</b>								<b>33,479.77</b>
12/3/2021	Elementary	6914	Centennial public School	Purchase on the El... [General]	reimbursment		R-10.17	
12/6/2021	Elementary	6915	Centennial public School	Purchase on the El... [General]	reimbursment		R-51.34	
12/14/2021	Elementary	884443	HF Group	Backpack Donation	[BACKPACK] donation			R1,000.00
12/14/2021	Elementary	884444	Leroy Ernst	Backpack Donation...	[BACKPACK] donation			R25.00
12/15/2021	Elementary	884445	Le Anne Morris	Backpack Donation...	[BACKPACK] donation			R45.00
12/20/2021	Elementary	884446	Karen Bacon	Backpack Donation...	[BACKPACK] donation			R35.00
12/20/2021	Elementary	884447	Ann&Bill Lienemann	Backpack Donation...	[BACKPACK] donation			R100.00
12/20/2021	Elementary	884448	Cynthia Miller	Backpack Donation...	[BACKPACK] donation			R200.00
12/20/2021	Elementary	884449	Joe&Carol Schmieding	Backpack Donation...	[BACKPACK] donation			R100.00
12/20/2021	Elementary	884450	Bonita Thomsen	Backpack Donation...	[BACKPACK] donation			R25.00
12/20/2021	Elementary	884451	United Methodist Wom...	Backpack Donation	[BACKPACK] donation			R200.00
12/20/2021	Elementary	884452	Utica Lions Club	Backpack Donation	[BACKPACK] donation			R250.00
12/20/2021	Elementary	884453	Anonymous	Backpack Donation	[BACKPACK] donation			R100.00
12/20/2021	Elementary	6916	Centennial Lunch Fund	Cookies for Movie ...	[General] PBIS fund			-52.90
12/21/2021	Elementary	884454	Centennial high School...	First Grade Conce...	[General] concessions			176.90
12/23/2021	Elementary	884455	Kristi Scheele	Backpack Donation...	[BACKPACK] donation			R645.00
<b>12/1/2021 - 12/31/2021</b>								<b>2,787.49</b>
<b>BALANCE 12/31/2021</b>								<b>36,267.26</b>
<b>TOTAL INFLOWS</b>								<b>2,901.90</b>
<b>TOTAL OUTFLOWS</b>								<b>-114.41</b>
<b>NET TOTAL</b>								<b>2,787.49</b>

December 31, 2021

	Dec. 1 Balance	Received	Expenditures	Jan. 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	\$193.11	\$7,654.90	\$8,483.15	-\$635.14
BAND TRIP	\$11,333.72			\$11,333.72
BOOSTER CLUB	\$0.00			\$0.00
BOYS BASKETBALL	\$2,356.61	\$2,460.00	\$4,163.29	\$653.32
BRONCO STORE	\$3,062.86	\$15.00	\$294.00	\$2,783.86
CENTENNIAL CHOICE	\$3,685.36	\$21,707.00		\$25,392.36
CHROMEBOOK ASSURANCE	\$5,974.59	\$10.00		\$5,984.59
CLASS '21	\$1,497.60			\$1,497.60
CLASS '22	\$2,384.22			\$2,384.22
CLASS '23	\$3,700.55	\$509.21		\$4,209.76
CLASS '24	\$110.40			\$110.40
CLASS '25	\$0.00	\$3,265.00	\$2,520.00	\$745.00
CONC. MAN.	\$1,713.84	\$1,358.14		\$3,071.98
CONCESSIONS	\$32,299.91	\$10,148.35	\$6,873.87	\$35,574.39
CROSS COUNTRY	\$312.03			\$312.03
DANCE-CHEER	-\$2,134.99	\$1,562.04	\$2,158.39	-\$2,731.34
DIST. EVENTS	\$16,887.15	\$1,391.63	\$462.27	\$17,816.51
MUSICAL	\$9,250.99		\$1,040.00	\$8,210.99
FBLA	\$4,973.67			\$4,973.67
FCA	\$0.00			\$0.00
FCCLA	\$1,774.85			\$1,774.85
FFA	\$32,284.90	\$20,387.38	\$1,055.86	\$51,616.42
FOOTBALL	\$3,666.16	\$104.02	\$400.00	\$3,370.18
GENERAL	\$178,766.48	\$632.07	\$168,017.35	\$11,381.20
GIRLS BASKETBALL	\$1,520.15	\$1,127.06	\$1,674.20	\$973.01
GOLF	\$51.76			\$51.76
INSTR.	-\$3,645.92	\$3.00		-\$3,642.92
JH BOYS BASKETBALL	\$0.00			\$0.00
JH GIRLS B-BALL	\$1,588.82			\$1,588.82
JH TRACK	\$0.00			\$0.00
JH VOLLEYBALL	\$0.00			\$0.00
JH YEARBOOK	\$0.00			\$0.00
LIBRARY	\$741.04	\$11.19		\$752.23
NHS	\$40.10			\$40.10
ONE ACT	\$518.23	\$394.00	\$384.00	\$528.23
QUIZ BOWL	\$729.77	\$100.00		\$829.77
SCIENCE	\$890.81			\$890.81
SHOP/TECH	\$1,814.50			\$1,814.50
SHOW CHOIR	-\$969.56		\$603.57	-\$1,573.13
SOFTBALL	\$225.04			\$225.04
SPANISH CLUB	\$0.00			\$0.00
SPEECH	\$488.65			\$488.65
ST. COUN.	\$1,930.48	\$13.08		\$1,943.56
TRACK	\$334.31			\$334.31
UNIFIED	\$155.90			\$155.90
VOCAL	-\$2,519.94		\$10.00	-\$2,529.94
VOLLEYBALL	\$3,082.14			\$3,082.14
WRESTLING	\$2,346.51	\$629.60	\$376.24	\$2,599.87
WT. ROOM	\$9,763.56	\$200.00		\$9,963.56
YEARBOOK	-\$3,758.28	\$521.00		-\$3,237.28
	\$329,426.17	\$74,203.67	\$198,516.19	\$205,113.65
CENTENNIAL BANK BALANCE				\$213,956.19
OUTSTANDING CHECKS				\$8,842.54
OUTSTANDING DEPOSITS				
Total				\$205,113.65

Year To Date

	Sept. 1, 2021 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$0.00	\$0.00	\$4.09
ATHLETICS	\$6,422.58	\$44,845.90	\$51,903.62	-\$635.14
BAND TRIP	\$11,333.72	\$0.00	\$0.00	\$11,333.72
BOOSTER CLUB	\$0.18	\$9,950.00	\$9,950.18	\$0.00
BOYS BASKETBALL	\$1,639.07	\$3,908.80	\$4,894.55	\$653.32
BRONCO STORE	\$2,865.45	\$1,585.73	\$1,667.32	\$2,783.86
CENTENNIAL CHOICE	\$1,741.46	\$23,650.90	\$0.00	\$25,392.36
CHROMEBOOK ASSURANCE	\$5,554.59	\$430.00	\$0.00	\$5,984.59
CLASS '21	\$1,497.60	\$0.00	\$0.00	\$1,497.60
CLASS '22	\$2,384.22	\$0.00	\$0.00	\$2,384.22
CLASS '23	\$3,700.55	\$509.21	\$0.00	\$4,209.76
CLASS '24	\$0.00	\$110.40	\$0.00	\$110.40
CLASS '25	\$0.00	\$3,265.00	\$2,520.00	\$745.00
CONC. MAN,	\$0.00	\$3,071.98	\$0.00	\$3,071.98
CONCESSIONS	\$34,917.27	\$27,087.94	\$26,430.82	\$35,574.39
CROSS COUNTRY	\$222.03	\$90.00	\$0.00	\$312.03
DANCE-CHEER	-\$3,189.37	\$6,826.80	\$6,368.77	-\$2,731.34
DIST. EVENTS	\$17,327.60	\$2,134.60	\$1,645.69	\$17,816.51
MUSICAL	\$9,250.99	\$0.00	\$1,040.00	\$8,210.99
FBLA	\$4,983.67	\$270.00	\$280.00	\$4,973.67
FCA	\$0.00	\$0.00	\$0.00	\$0.00
FCCLA	\$1,476.41	\$712.16	\$413.72	\$1,774.85
FFA	\$28,526.33	\$39,862.52	\$16,772.43	\$51,616.42
FOOTBALL	\$8,302.88	\$701.66	\$5,634.36	\$3,370.18
GENERAL	\$11,780.98	\$251,893.16	\$252,292.94	\$11,381.20
GIRLS BASKETBALL	\$1,520.15	\$1,127.06	\$1,674.20	\$973.01
GOLF	\$51.76	\$0.00	\$0.00	\$51.76
INSTR.	-\$3,509.30	\$961.48	\$1,095.10	-\$3,642.92
JH BOYS BASKETBALL	\$0.00	\$0.00	\$0.00	\$0.00
JH GIRLS BASKETBALL	\$1,588.82	\$0.00	\$0.00	\$1,588.82
JH TRACK	\$0.00	\$0.00	\$0.00	\$0.00
JH VOLLEYBALL	\$20.00	\$25.00	\$45.00	\$0.00
JH YEARBOOK	\$0.00	\$0.00	\$0.00	\$0.00
LIBRARY	\$754.79	\$44.19	\$46.75	\$752.23
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	\$518.23	\$646.40	\$636.40	\$528.23
QUIZ BOWL	\$829.77	\$720.00	\$720.00	\$829.77
SCIENCE	\$890.81	\$0.00	\$0.00	\$890.81
SHOP/TECH	\$0.00	\$2,025.68	\$211.18	\$1,814.50
SHOW CHOIR	-\$1,554.44	\$1,026.87	\$1,045.56	-\$1,573.13
SOFTBALL	\$282.30	\$216.00	\$273.26	\$225.04
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	\$488.65	\$0.00	\$0.00	\$488.65
ST. COUN.	\$1,773.23	\$615.96	\$445.63	\$1,943.56
TRACK	\$334.31	\$0.00	\$0.00	\$334.31
UNIFIED	\$155.90	\$0.00	\$0.00	\$155.90
VOCAL	-\$2,519.94	\$0.00	\$10.00	-\$2,529.94
VOLLEYBALL	\$2,857.79	\$1,047.63	\$823.28	\$3,082.14
WRESTLING	\$2,346.51	\$629.60	\$376.24	\$2,599.87
WT. ROOM	\$9,138.56	\$825.00	\$0.00	\$9,963.56
YEARBOOK	-\$4,861.80	\$1,866.00	\$241.48	-\$3,237.28
	\$161,888.50	\$432,683.63	\$389,458.48	\$205,113.65
			Total	\$205,113.65

January 2022  
 December 2021 Bank Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE	AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000		<u>\$48,207.39</u>	
			Total	\$48,207.39	
Depreciation Fund	Farmers & Merchants	MMA 436 949		<u>\$21,698.78</u>	\$0.00
			Total	\$21,698.78	
Unemployment Ins.	Cornerstone Bank	CD# 90917		\$58,485.81	\$0.00
	Cornerstone Bank	MMA 81190		<u>\$10,008.42</u>	\$0.40
			Total	\$68,494.23	\$0.00
Building Fund	First Bank of Utica	Checking 18 064 6		\$181,011.75	\$7.86
		Qualified Cap Bond 180554		\$228.07	\$0.00
		Bond Fund 180034		<u>\$178,615.52</u>	<u>\$7.57</u>
			Total	\$359,855.34	\$15.43
General Account	York State, Gresham	CD 5204		\$185,062.82	\$0.00
	First Bank of Utica	PayFlex Acct		<u>\$15,575.21</u>	
			Total	\$200,638.03	\$0.00
	First Bank of Utica	Checking 180505		<u>\$348,439.94</u>	\$23.11
		General Fund Total		\$549,077.97	
		Total Invested All Accounts Combined		<u>\$1,047,333.71</u>	

Total amount invested at Farmers & Merchants .....	\$21,698.78
Total amount invested at First Bank of Utica .....	\$772,077.88
Total amount invested at Cornerstone Bank, Waco .....	\$68,494.23
Total amount invested at York State, Gresham .....	<u>\$185,062.82</u>
Total Invested	<u>\$1,047,333.71</u>

## Account Balances - As of 1/6/2022

Account	1/6/2022 Balance
<b>Bank Accounts</b>	
Elementary	36,267.26
Reading Classic	0.00
Savings	2,987.12
<b>TOTAL Bank Accounts</b>	<b>39,254.38</b>
<b>Liability Accounts</b>	
BACKPACK	-22,484.73
Books	-319.60
Boxtops	-2,634.44
General	-7,084.74
Pictures	-1,461.67
Polk Grant	-4,021.40
<b>TOTAL Liability Accounts</b>	<b>-38,006.58</b>
<b>OVERALL TOTAL</b>	<b>1,247.80</b>

KAREN A. HAASE  
STEVE WILLIAMS  
BOBBY TRUHE



COADY H. PRUETT  
JORDAN JOHNSON  
SHARI RUSSELL, Paralegal

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## M E M O R A N D U M

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We have attached the 3000 series policies that deal with Business Operations.

**Policy 3001. Budgets.** This policy deals specifically with creating budget and related requirements. It notes that the Superintendent is responsible for developing the budget.

**Policy 3002. Deposits.** This policy sets out general guidelines for how to handle money collected by the district. Note that the procedures outlined in this policy apply to anyone acting on behalf of the district, which includes employees, students and volunteers. Your board should determine the amount of cash that it is comfortable in keeping in the building overnight.

**Policy 3003. Bidding for Construction, Remodeling, Repair, or Site Improvements.** This policy sets out the process that the board will follow when it is going to solicit bids for construction and related projects.

The second section sets out the process that the District will follow when it is undertaking a construction project that has an anticipated cost of less than \$100,000. Under state law, school districts are only required to engage in the formal solicitation of bids when they are undertaking construction with a cost of more than \$100,000, but most districts want to follow some structured process for obtaining quotes or estimates before they begin smaller projects. This section also includes the ability for the district to use the ESUCC Coop for these non-bid projects.

The third section sets out the formal requirements of Nebraska's bidding statutes.

**Policy 3003.1. Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds.** This policy sets out the requirements that you must follow when you use federal funds for construction. Please note that this policy will apply to any construction financed with federal funds, regardless of how much the anticipated project

will cost. If the construction project has an anticipated cost of more than \$100,000, then you will have to comply with both policy 3003 and 3003.1.

**Policy 3004. General Purchasing and Procurement.** This policy sets out general guidelines for purchasing equipment and supplies which are not purchased with federal funds. Please review it carefully to be sure that it accurately describes your process in a general way. Note that there is a provision in this policy which states that use of statewide cooperative purchasing programs for school districts, such as ESUCC's Coop Purchasing, satisfies any requirement under this policy or state law to the extent such a bid or quote is not otherwise independently required by law.

The board must make a decision about two parts of the fourth section of this policy. You must tell staff how many days prior to a board meeting they have to submit receipts for reimbursement. You must also set the amount at which you will require staff to secure written quotes and/or estimates. Due to the way the federal regulations work, we strongly urge you to set that limit at **\$10,000**. As you will see, the EDGAR regulations have one set of rules for purchases under \$10,000, another set of rules for purchases between \$10,000 and \$250,000, and a third set of rules for purchase over \$250,000. We think it will be confusing for the district to adopt a fourth set of rules for purchases below \$10,000 but above some other limit set by the board. Having said all that, the board is certainly entitled to adopt a lower threshold than \$10,000 in this policy because it applies to purchases not made with federal funds.

**Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds.** This policy sets out all of the elements that are required by the Education Department General Administrative Regulations (EDGAR). These regulations apply to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. That means you will need to follow this policy for purchases for your food program, special education, Title I and any other federal program. The first section recites that this policy will only apply to purchases made with federal dollars. This keeps your staff from having to jump through the hoops in this policy if they are spending state or local funds. All of your staff who work in areas where federal funds are spent (cooks, special ed and Title I paraeducators, etc.) should be trained on this policy.

**Policy 3005. School Activities Fund.** This policy governs school activity funds and it provides that funds remaining after graduation may be transferred to any district account. Notice that this policy attempts to address

the problem of unspent senior class funds by permitting the funds to be transferred at the board's discretion or kept in that class's fund. If your board follows a different practice, contact us or your regular school attorney to be sure that your practice is lawful.

**Policy 3006. [Intentionally Left Blank]**

**Policy 3007. Review of Bills.** This policy provides a good set of checks and balances which is always a subject of focus for the State Auditor.

**Policy 3008. Grants, Gifts and Bequests.** Although it is generally a good thing when people want to give the school district donations, boards need to have control over what is donated and how it is used. This policy allows the superintendent to accept the donation of personal items (like coats for a winter closet drive) and of cash donations up to a limit set by your board. All other donations must be approved by the board.

**Policy 3009. Audits.** This policy states that you will obtain an annual audit as required by law. It also states that the district does not use generally accepted accounting principles. Most schools do not have the staff or other resources to comply with GAAP and state statute specifically provides that schools do not have to follow GAAP. Nonetheless, the state auditor will frequently criticize schools for not following GAAP. This policy will help schools defend against that sort of criticism.

**Policy 3010. Insurance.** This policy addresses insurance as it relates to protecting the school district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The school district's insurance should be reviewed annually or as the need arises.

**Policy 3011. Transportation.** This policy addresses transportation. Please review it to make sure it is consistent with your transportation plan. If you have adopted a different plan, substitute yours for our form plan. If you would like us to review it, please e-mail it to us.

**Policy 3012. School Meal Program.** This policy addresses the provision of a meal program for students and the meal charge policy. The Meal Program section outlines the district's responsibilities to create a program, set costs, and/or contract with a private company to manage the program. It also states that the district will notify families of the costs and the procedure for signing up for free or reduced-price meals. The Meal Charge Policy outlines the district's duty under federal regulations to establish procedures and provide notice for how the school will handle student meals

when a student's meal account is delinquent. We have provided four options for boards to choose from.

**Policy 3013. Emergency Closings.** This policy on emergency closing states that school will be held on each day of the school calendar unless the superintendent determines that school should not be in session. Note that the policy uses the "impossible or impracticable" wording from the mandatory attendance statute, which should support the district if a parent ever claims bad weather as a defense to a truancy charge.

**Policy 3014. Use of School Property.** Over the last several years, schools and ESUs in Nebraska have seen an increase in the variety and frequency of groups wanting to utilize district facilities. Districts in Nebraska and throughout the country have been involved in significant litigation regarding facility use, and many others have been forced to resolve facility use questions with entities like the ACLU. In response, our policy takes a comprehensive look at these issues. We will highlight the main provisions for your board to focus on, below:

***Accounting for "Regular Uses."*** Many districts permit patrons to use facilities such as the weight room and track on a regular basis. Some districts have designated hours, and others permit patrons to keep keys or fobs to access the facilities. Most districts use some sort of application and agreement for these uses separate from their general facility use application. The first section of the policy is an attempt to capture these regular, individual uses and permit them with only one application. We have also included an Application, Release, Waiver, and Agreement document. Rather than requiring patrons to apply for a facility use permission every time, we hope this one-time application process protects the district to the maximum extent possible and eases the administrative burden when patrons use the facilities regularly.

***Prohibiting Commercial Use.*** This is a very tricky area for many districts. Most districts do not want to turn the school and school activities into shopping malls. However, most schools do want to permit booster clubs and student groups to raise funds which support school students and activities. From a purely legal perspective, the district is almost always better off prohibiting others from profiting by using district facilities. One recent example is an athletic trainer who wanted to host a workout class in the school weight room and charge money for patrons to attend. The trainer sought to take advantage of the facility being open to

community use and planned to use the district's equipment and facilities rent-free to host the class. As a result of requests like this, we have written the policy to prohibit commercial uses which result in personal financial gain. If your district has a practice of permitting commercial uses, such as fitness classes, for-profit craft fairs, and other such events, you should contact us directly to assist you in preparing a policy provision which best protects the district.

***Redefined Groupings.*** The policy breaks out groups using facilities into four separate categories: curriculum-related student groups, extracurricular student groups, non-curriculum related student groups, and non-student groups. This grouping system closely tracks the Supreme Court cases and assists in drawing clearer lines for requirements of various groups depending upon their alignment with district curriculum and activity offerings. For example, the policy says that all student groups are given priority over other outside groups.

***Charging Fees for Admission.*** The last section of the policy prohibits groups which use school facilities from charging admissions fees. This is a *major* question in many districts, and our provision may not be consistent with your district's practices and preferences for supporting your community groups. **Please read this section carefully and be sure to discuss it fully with your entire board.**

The Political Subdivision Tort Claims Act exempts schools from liability when their facilities are used for "recreational" purposes, but only if the group using facilities does not charge a fee to participate in or spectate the event. Likewise, if the district maintains control over the event/facilities, such as providing supervision or custodial services, the protection from liability may not apply.

These protections came about as a result of court cases where political subdivisions were sued because someone attending an event held in public facilities was injured. In one case, for example, a patron suffered an ankle injury stepping in an animal burrow on a courthouse lawn during a town celebration. The public policy behind these protections says that schools should be encouraged to permit others to use their facilities. As an incentive to permit the recreational use of district facilities, school districts should not be held liable for damages suffered

when patrons are participating or spectating "recreational" activities on school grounds. The definitions in the statutes are quite broad, providing protection to schools in many cases.

However, in order to maintain the protections of this law, schools cannot permit outside groups to charge a fee to attend the facility and cannot maintain control over the facility. If someone has to pay a fee to attend an activity, and if the district maintains control over the facility, then the patron(s) has a greater expectation of protection from possible dangers. But if the school does not maintain control and the entity using the facility does not charge an admission fee, the district is only liable for its "gross negligence" rather than standard negligence.

As you can see, this is one of the more complex policies in our service. Please feel free to call us and work through these issues one-by-one whenever it is convenient for you.

**Policy 3015. Time Away From School Activities.** This policy states that school activities will not be held on Wednesday nights or Sundays. This policy intentionally considers these days "time away from activities" and specifically and intentionally does not contemplate the types of activities in which students may be engaged on those days. **If you have other days designated for time away from school activities, modify the policy accordingly.**

**Policy 3016. Smoking.** Many districts are struggling with effective policy solutions to electronic cigarettes, vapor pens, and similar technology. In 2014 the Unicameral made it a criminal violation for any minor under the age of 18 to use "vapor products or alternative nicotine products." Accordingly, we recommend that your general tobacco use policy to include an option which prohibits the use of vape pens, electronic cigarettes, and the like. While this policy applies to all students and staff, it applies generally to all district patrons and visitors. This policy has 3 options. You should select one or a combination of these policies.

**Policy 3017 Press Releases.** This policy requires administrative approval of press releases regarding school-related activities and events.

**Policy 3018. Denial of Access to School Premises.** This policy provides a method for denying access to school activities or school premises. It permits an administrator to limit or deny access to certain school activities or school premises for various reasons.

**Policy 3019. Sale or Disposal of School Property.** This policy states that the sale of school property must be made with the best interests of the school and taxpayers in mind. It sets forth the statutory requirement that the sale of school property be approved by a two-thirds vote of the board of education at a regular board meeting.

**Policy 3020. Copyright Compliance.** This policy addresses copyright compliance and discusses the steps district administrators must take or may take when an infringement occurs. It states that teachers and students may not use any media in a manner that is in violation of applicable copyright laws. If staff or students subject the district to payment for copyright violations, the district may require the offending student or staff member to make the district whole. **Please note: even if there is a technical infraction which occurs because of a staff member or student, one protection for educational institutions against copyright liability is to distribute materials and provide training to staff and students about the importance of copyright compliance. This policy requires you to distribute materials to students and staff for the purpose of preserving that defense.**

**Policy 3021. Operation of School Business Office** This policy describes the days and hours that the business office will be open. Some boards prefer that the district's business office be open during regular business hours. **You should revise the policy to describe the district's practice.**

**Policy 3022. Volunteers.** This policy addresses the use of volunteers. We recommend having most volunteers sign a volunteer services agreement, though we recognize that in some instances the volunteer's involvement will be insubstantial. The policy also prohibits people from volunteering if they refuse to comply with a requested background check. If you need assistance in creating or updating your volunteer services agreement, we would be happy to help

**Policy 3023. Record Management and Retention.** School districts must comply with two sets of laws governing the retention and deletion of records. The Federal Rules of Civil Procedure require government entities to retain some electronic records with metadata intact and to state with specificity when they will delete electronic records. Nebraska's Records Management Act and the record retention schedules adopted by the Nebraska Secretary of State's Record Management Division outline when schools may delete both physical and digital records. The schedules which apply to school districts are Schedule 10 and Schedule 24. This policy outlines how the school district will comply with all of these various laws and regulations.

This policy has several options for you to adopt, depending on whether you use a cloud-based productivity suite and, if so, which suite you use. If you use a cloud-based service such as Google Apps for Education or Office 365, you will need to select the retention level you have selected from your service provider. If you still use internal servers to host your e-mail, you will need to consult with your technology coordinator to determine how long the district stores e-mail and other electronic data. There is no obligation to retain all of your e-mail in their original format, but you must identify your retention schedule for these records.

Under Schedule 24, "short term communications" must be maintained for at least 6 months, which is why we have included that retention period for school-affiliated social media posts. Please note that all this means is that staff using school-affiliated social media posts cannot delete their posts for at least 6 months. If you use Twitter, for example, to announce sports scores, you just cannot go back and delete old Tweets at the end of the school year. You do not have to print these posts -- leaving them on the social media application counts as "maintaining" under the schedules.

Your retention obligations for security video is covered by Schedule 24. After consulting with the Secretary of State's office, we have categorized security video as "working papers" which can be destroyed as soon as the school determined that there is no need to keep it. Schools will have to complete an annual disposition report regarding this footage. The Secretary of State's Office was gracious enough to provide us with a sample disposition report on security video footage, which we have included as an example with the forms for the 3000 series.

**Policy 3024. Booster Clubs and Parent Teacher Organizations.**

This policy addresses booster clubs and parent-teacher organizations. There are two variations that can be used. In both cases, we suggest that the district: (1) take complete control over the organization's finances or (2) keep the school's finances and the organization's finances completely separate. Regardless of which approach is used, the key is to make the relationship clear in the policy. We have attached policies which address both situations.

**Policy 3025. Returned and Outstanding Checks.** This policy deals with insufficient fund checks. It states that a person who wrote a bad check must pay the school the amount of the check in cash plus an additional \$30 (the board should choose the amount) to cover costs to the district. It also gives the district the authority to refuse to accept checks from people whose checks are repeatedly returned for insufficient funds. The policy also addresses checks which are outstanding and authorizes the superintendent to review them and resolve any issues related to outstanding checks, including

stopping payment and reissuing the checks. **These terms are not statutorily required and the board may set its own standards.**

**Policy 3026. Handbooks.** This policy covers handbooks. It states that handbooks are intended to convey information and explain school regulations and procedures. It points out that the handbooks are not contracts and that the administration has the authority to change handbook provisions during the year so long as the changes are consistent with board policy. It also makes clear that the handbooks are trumped, when inconsistent, by board policy and state law.

**Policy 3027. Resolution of Conflicts Between Parents Over School Issues.** This policy addresses the resolution of conflicts between parents over school issues. It explains that the school will not become involved in disputes between parents regarding such issues as court orders, student records, and picking up children at school.

**Policy 3028. Sex Offenders.** This policy deals with sex offenders and emphasizes the importance of students' safety at school. It states that the school will notify staff members, parents, and students (1) of any registered sex offenders residing in the school district and (2) of the availability of information about sex offenders on the State Patrol's web page. If your district does not distribute this list to staff, parents, and students, you should.

**Policy 3029. Distribution of Flyers Advertising Non-School Issues.** This policy addresses the distribution of flyers advertising activities of non-school organizations. The first numbered paragraph sets forth prohibitions against flyers with statements that are inappropriate for a school setting. The remaining paragraphs set forth procedures and requirements for flyers.

**Policy 3030. Automatic External Defibrillator Program.** This policy deals with automatic external defibrillators (AED). Some organizations offer to donate both the AED and the cost of its upkeep. The attached policy is designed to limit the school district's potential liability while incorporating the policy elements recommended by the American Medical Association and the American Heart Association. You will have to identify a medical advisor and should be sure that the person designated as the AED Program Coordinator understands his/her obligations under the policy and is willing to fulfill those responsibilities. **Note that you will have to identify a Program Coordinator and Medical Advisor.**

**Policy 3031. Students Electing to Attend School in Adjoining State.** This policy addresses requests for students to attend schools in an

adjoining state. It restricts approval of out-of-state enrollment except when (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

**Policy 3032. Copyrighting Fees for School District Records.** addresses the copying fees for School District Records should they be requested. You will have to identify what amount you will charge for each request.

**Policy 3033. Lending Textbooks to Children Enrolled in Private Schools.** This policy complies with Rule 4 of the Nebraska Department of Education. It addresses lending textbooks to children enrolled in private schools and the process for individuals to fill out an application for the textbooks. The procedures and timelines laid out in the policy are required by NDE.

Rule 4 has a very broad definition of the term "textbook." Although we do not recite that definition in the policy itself, administrators and boards should understand that "textbook" includes digital resources and subscriptions:

Textbook shall mean any instructional material that is designated for use by individual students in classroom instruction as the principal source of study material, in any of grades kindergarten through grade 12 in the public school(s) of each school district. The following, if designated for use by individual students as the principal source of study material, are likewise to be considered textbooks for purposes of this chapter: multiple texts; electronic and digital subscriptions; and hard-copy, write-in work texts if accessible by students pursuant to a multi-year subscription entered into by the school district. Instructional material that is in a non-tangible, electronic or digital format, e.g. web-based (on-line) material, accessible by students through a subscription or license agreement entered into by the school district, is a textbook if the individual student's access ceases within the timeframe described in Section 003.01 of this chapter. The following are not to be considered textbooks: library books, teacher's editions, hard-copy supplemental workbooks and any book or material designated for classroom, and not individual use (e.g. "Big Books" and the like).

For many years, when homeschool parents have asked to borrow textbooks from the school district, it has merely been a matter of loaning out an extra book, which did not impose any additional cost on the school. With this much

broader definition of “textbook” homeschool and private school parents could seek to access digital textbooks or other electronic resources. If the school pays a per-user subscription for these resources, the district is not required to pay that cost for the homeschool or private school student. Instead, the district requests funds from NDE to pay for the requested resource. You may also add up to 5% of the cost to defray administrative expense. Then the department will respond to the request by informing the schools whether there are sufficient funds to pay for the requested resource. Schools are only obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose.

### **Policy 3034. [Intentionally Left Blank]**

**Policy 3035. Chain of Command.** This policy was created in response to requests from several of our school district clients to provide more effective and efficient assistance to patrons and employees with questions or concerns. You should review this carefully to be sure it accurately describes how your district's chain of command operates.

**Policy 3036. Purchasing (Credit) Card Program.** Many school districts in Nebraska use credit cards to purchase goods and services for school purposes. However, many schools are unaware that, though state law authorizes the use of such credit cards, it also imposes certain obligations upon the district. In addition, the Nebraska Auditor of Public Accounts has chastised some schools in their audits because school personnel failed to maintain adequate supporting documentation for credit card expenses in violation of state law and school district policy. This policy includes everything required by state law and incorporates recommendations made by the State Auditor in previous school district audits. It also tracks changes to federal purchasing and procurement and allows continuity of your purchasing system. After you adopt the policy, we strongly encourage you to provide a copy of it to all employees and require them to acknowledge that they have received and read it.

**Policy 3037. Petty Cash.** The Nebraska State Auditor expressed concern during a recent audit that a school district maintained a petty cash fund without adopting any policy or procedures governing its use. The auditor was particularly concerned about the lack of monitoring and oversight of the fund. If you do not use petty cash, you do not need a policy. However, if you do utilize such a fund, we strongly encourage you to adopt a policy that spells out its amount, who controls it, when it may be used, monitoring procedures, etc. You should review this policy with the administration and the board to make sure that it conforms to your actual practice.

### **Policy 3038. [Intentionally Left Blank]**

**Policy 3039. Threat Assessment and Response.** Schools are required to have a “threat assessment” procedure which they are supposed to use any time someone reports a threat made by a student, staff member, or patron. The idea is that the school can use a data-driven approach to determine what to do in response to such a threat rather than a knee-jerk reaction. There are three options in this policy - one in which a “threat assessment team” investigates and responds to threats; one in which the superintendent performs these tasks alone; and one in which a school district law enforcement unit conducts the investigation. You should select the option that best reflects your district’s practices. However, you cannot use the “law enforcement unit” option unless you have adopted Policy 5054, designating a “law enforcement unit” for your district.

**Policy 3040. School Safety and Security.** We have designed this policy so that it complies with the Safety and Security Protocols. The first section states that the board wants to meet the minimum safety requirements. If your board wants to go beyond the minimum to meet the “exceeds” or “outstanding” level of the rubric, please let us know and we will revise these policies accordingly.

In the next two sections of this policy, we have tried to separate out the obligations for safety and security measures between the superintendent, principals, and the crisis team. You may revise **who** must perform each of the duties identified, but you may not **eliminate** any of these duties and still comply with the Safety and Security Protocols.

Your board should carefully review the section of the policy dealing with memorials and select which option will best fit your district’s needs. We have made two changes to the policy. When a school community experiences the death of a student or a similar tragedy, there is often the very human tendency to want to do something in memory of the deceased student. These memorials can range from spontaneous tributes piled at lockers or parking spaces to more permanent, lasting tributes like placing plaques in halls or planting trees or gardens in the student’s name. There may also be ceremonies or assemblies that bring together members of the school community to share memories and grieve together. While this is a very understandable impulse, the most current psychological research indicates that these sorts of memorials are not good for kids and they create tremendous potential legal issues. The best legal and psychological agrees that it is best practice to disallow student memorials. While we defer to the research, we also know that there can be tremendous political pressure to allow a memorial. So, we

have included two options for memorials. The first is to flatly prohibit them. The second option sets up a process whereby the school's crisis team can consider a request for a memorial and make a recommendation to the board. It is important that you discuss this issue as a board **now** before a crisis event has occurred.

**Policy 3041. Crisis Team Duties.** This policy places the majority of the responsibility for complying with the Safety and Security Protocols on the crisis team. Note that the superintendent names people to serve on the crisis team using the considerations set out in policy 3040 above. The way this is set up, it will be the crisis team that conducts the self-assessment required by NDE. All of you currently have an All-Hazard School Security Plan. It is likely that the Safety and Security Protocols will require substantial revisions to that plan, and this policy places the responsibility for those revisions on the crisis team. Again, we have not included anything in this policy which is not required for minimum compliance with the Safety and Security Protocols.

**Policy 3042. Construction Management at Risk Contracts and Policy 3043. Design-Build Contracts.** The Political Subdivisions Construction Alternatives Act requires a school to have policies in place before it can use the construction management at risk and design-build methods of construction. These policies comply with the requirements of the Act.

**Policy 3044. Incidental or De Minimis Use of Public Resources.** The general rule is that personal uses of "public resources" are not permitted. However, the Nebraska Political Accountability and Disclosure Act allows boards or public entities, such as schools and ESUs, to pass a policy which authorizes board members and employees to use public resources for personal purposes when those uses are "incidental or de minimis." As long as the personal use is accounted for on the board member's or employee's personal taxes, as required by law, the board can authorize these uses to avoid complaints and allegations of misuse. This policy is designed to account for the most common uses we come across, and your board is free to remove or add additional uses consistent with your practices.

**Policy 3045. Use of Sniffer Dogs.** Many schools have decided to use trained drug dogs to conduct "sniff searches" of vehicles on school grounds, school lockers used by students, and other items or areas at the school. Schools have the authority to use drug dogs to conduct "sniff searches" in many, if not most, circumstances. One exception is the use of a dog to sniff a student or staff member. **We strongly discourage school districts from allowing dogs to sniff people.** The tougher questions are whether the school *should* implement use drug sniffing dogs and, if so, how

the program should be implemented. This policy includes our recommended procedures in the event that school decides to use drug dogs.

**Policy 3046. Animals at School.** This policy addresses animals on school grounds from all relevant legal perspectives: class pets, therapy animals, and service dogs. The requirements for each are different, with the key being the disability-related considerations for therapy animals (which can include nearly any animal) to service dogs (which include only specially trained dogs and miniature horses). The policy also requires that requests for service animals and requests for therapy animals (where you allow them) that are made by or on behalf of a student with an IEP or a 504 plan be referred to the respective IEP or 504 Team for consideration. There are two options for therapy animals, and you will need to pick one.

**Policy 3047. Data Breach Response.** School districts that are required to provide reasonable security to personal information handled by the district. This policy states the district will implement the appropriate security, and if the district experiences a data breach it will investigate the breach, provide notice to those affected, and notice to the Attorney General. We have also included a section that provides for data governance protocols to be put in place to map the flow of data between software, hardware, and personnel in order to maintain good data hygiene and make sure data breach responses will run smoothly and efficiently.

**Policy 3048. Communicable Diseases.** This policy sets forth steps to take if it is determined that a staff member or student has a high risk communicable disease. Because we get this question all the time, we did want to highlight that, yes, Hepatitis "E" is a real thing included in the DHHS regulations.

**Policy 3049. Drones and Unmanned Aircraft.** With the increasing use of drones and other unmanned aircraft by schools and by private individuals, this policy contemplates some general use restrictions while also factoring in differences for district uses versus personal or private use on school grounds. The policy generally defers to the superintendent or his or her designee to provide permission, designate authorized areas, and impose other restrictions on the use of drones on school property.

**Policy 3050. Technology in the Classroom.** This policy addresses the use of electronic devices and software applications in the classroom that are not selected or purchased by the district. If a teacher brings in a Google Home, Amazon Echo, or similar device; or wants to use a specific application; this policy requires that the teacher notify the administration of the device or application's use, and provides guidance on how the device should be setup.

The policy also restricts the use of assistive technology to prohibit the recording and transmitting of the classroom activities of other students.

**Policy 3051. Opioid Overdose Prevention and Response.** Naloxone, also known by its brand name Narcan, has been used by emergency responders and health care professionals for many years as an opioid antagonist to reduce deaths and negative consequences of individuals experiencing opioid overdose. Although Nebraska has a naloxone statute allowing for dispensing naloxone without a prescription, the Department of Health and Human Services, Division of Public Health, has also issued a standing order to facilitate the availability of naloxone. This policy allows the district to take advantage of those laws and have naloxone available to administer by appropriately trained staff. Much like the policy on AED's, it is permissive and you should consult with your school nurse and local authorities if you want to have a naloxone program.

**Policy 3052. Leasing Personal Property.** This policy provides the authority for authorized personnel to lease personal property (e.g., equipment, goods, etc.) from vendors for school district use. A decision will need to be made as to the total lease amount above which written quotes/estimates will be required to be obtained from multiple vendors.

This policy also provides the authority for the Superintendent to lease out district-owned personal property that is not needed for school purposes. Decisions will have to be made concerning (1) the threshold (dollar amount) of the fair market value of the personal property in question under which the Superintendent may lease out such property without board authorization, and (2) the maximum number of days that the Superintendent can agree to lease out district-owned personal property.

**Policy 3053. Nondiscrimination.** This policy satisfies the requirement that a school district have a policy which forbids discrimination for unlawful reasons.

School districts with 50 or more employees are required to appoint a responsible person to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public. In this policy, the 504 coordinator is the same person as the ADA coordinator. If you do not want your 504 coordinator to serve as your ADA coordinator let us know and we can work with you to customize this policy.

**Policy 3054. Law Enforcement Unit.** This policy allows the board to designate a law enforcement unit for the district. The district is permitted to designate any individual or group as it's law enforcement unit. The disclosure

of records created and maintained by a law enforcement unit for a law enforcement purpose is not restricted by state and federal student record laws, so this policy further outlines how law enforcement unit records should be maintained and how they may be disclosed. Designating a law enforcement unit implicates complex legal and privacy considerations, and we encourage you to reach out for advice on these issues before adopting this policy.

**Policy 3055. School Resource Officers.** On and after January 1, 2021, school must have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address six specific issues. We have developed this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

**Policy 3056. Guest Speakers.** Some schools have invited guest speakers into school with little to no knowledge of the guest speaker's message, experience, or intent. Not surprisingly, not all guest speaker appearances went as smoothly as one would hope when there is little research done about the guest speaker. This policy includes a process and procedure to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved.

**Policy 3057. Title IX.** This policy went into effect on August 14, 2020.

## **3046 Animals at Schools**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

### **I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES**

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

### **II. SERVICE ANIMALS**

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

~~[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]~~

### [OPTION 1]

### III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her

designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or

- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

### [OPTION 2]

### ~~III. THERAPY ANIMALS~~

~~A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.~~

~~Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.~~

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

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

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

## **3050 Technology in the Classroom**

### **I. In General**

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

### **II. Devices**

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.

2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

- B. Any classroom recordings made by a staff member will be made pursuant to district policy.

### III. Applications

A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

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

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

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

## **3058**

### **Naming School Facilities and Property**

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

**Authority.** The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

**Definition.** “Facilities or property” means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

**Committee or Administrative Review.** Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

**Naming Criteria.** The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

**Due Diligence Review.** The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

**Renaming Facilities.** Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

**Current Facilities or Property.** Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

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

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

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

## **3056 Guest Speakers**

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

**Classroom or School-Sponsored Activity Guest Speakers.** Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least **14** days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least **7** days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

**Assembly Speakers.** Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least 14 days prior to the proposed appearance and the speaker submitted materials upon receipt.

**Request Consideration.** The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

**Controversial Issues.** If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least 7 days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

**Other Requirements.** The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

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

## 3036

### Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

**Authorized Purchases.** Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. ~~The maximum amount that may be charged in a single day is \$1000.~~

**Unauthorized Purchases.** In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Authorized Users.** Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Elementary Principal, High School Principal, Special Services Director, Activities Director, and Operations Director. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

**Documentation.** Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt *and* a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) **shall** temporarily or permanently suspend the

purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) **may** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

**Reward Points or Rebates.** Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

**Purchase Review Procedures.** The superintendent, or his or her designee, and **Business Manager** shall conduct independent reviews of credit card expenses, or a sample thereof, on a **monthly** basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

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

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

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

## 3039

### Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

#### 1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of superintendent, principals, special education director, counselor(s), and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

## **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

## **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

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

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

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

## Centennial Public School Rental Fees

Effective: June 1, 2022

(Fees are daily)

	<b>Non-Profit</b>	<b>Profit</b>
<b>Old School Gym</b>	<b>\$50</b>	<b>\$100</b>
<b>Multipurpose Room (Small Gym)</b>	<b>\$30</b>	<b>\$50</b>
<b>Kitchen*</b>	<b>\$50</b>	<b>\$100</b>
<b>Cafeteria</b>	<b>\$25</b>	<b>\$50</b>
<b>East Gym</b>	<b>\$75</b>	<b>\$200</b>
<b>West Gym</b>	<b>\$100</b>	<b>\$250</b>
<b>Commons Area Outside Gyms</b>	<b>\$50</b>	<b>\$100</b>
<b>Classroom</b>	<b>\$15</b>	<b>\$25</b>
<b>Auditorium**</b>	<b>\$100</b>	<b>\$250</b>
<b>Running Track</b>	<b>\$200</b>	<b>\$200</b>

\*A School Employed Kitchen Staff Member must be present and paid by the renter.

\*\*A school approved light and sound technician must be present and paid by the renter.

If it is determined that a custodian needs to be present at any event outside of normal hours, they will be paid by the renter.

# Centennial Public School

*Safe Return to School Plan*



**CENTENNIAL  
PUBLIC SCHOOL**

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## ***Section I: A Safe Return Plan***

### **General Information (Pursuant to the Federal American Rescue Plan)**

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021, Public Law. The ARP Act includes nearly \$122 billion for the Elementary and Secondary School Emergency Relief (ESSER III) Fund that allows state and local education agencies (LEAs) to take additional steps for continued safe in-person instruction and to address unfinished teaching and learning to mitigate the COVID-19 pandemic. The ARP Act requires each school district that receives ARP ESSER funds to develop and make publicly available on the school district's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction, and continuity of services for all schools (Safe Return Plan). The ARP Act further requires that the district seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. A school district must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

***Please Note:*** *The district plans to operate in a traditional learning environment during the 2021-2022 school year unless there is a state or federal mandate that requires school districts to implement the protocols listed below or if there is a COVID-19 outbreak (10% or more of the student/staff population testing positive for COVID-19 or 50 individuals total). If a COVID-19 outbreak were to occur, the district would look to implement some or all of the safety protocols listed below for a short timeframe (1 to 10 consecutive days that school is in session).*

### **Wearing of Masks**

Wearing of masks is recommended, but not required. Masks could become required if there is a state or federal mandate that requires school districts to implement Universal & Correct Wearing of Masks, or if there is a COVID outbreak (10% or more of the student/staff population testing positive for COVID-19 or 50 individuals total). If a COVID-19 outbreak were to occur, the district would look to implement some or all of the safety protocols listed below for a short timeframe (1 to 10 consecutive days that school is in session).

### **Modifying Facilities to Allow for Physical Distancing (e.g., Cohorts or Podding)**

All students and staff will need to follow social distancing guidelines at all times during classroom instruction.

### **Cleaning & Maintaining Healthy Facilities (Including Improving Ventilation)**

The following essential actions will be taken to ensure that the facilities are safe for students and staff to inhabit. The district will:

- Change air filters regularly.
- Distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transition between classrooms (Pending availability).
- Post signage about frequent hand washing, cough etiquette, and nose blowing. Signage will be widely posted, disseminated, and encouraged through various methods of communication.
- Follow guidance from the CDC when performing all cleaning related duties.

### **Contact Tracing (Isolation & Quarantine)**

The district will follow the contact tracing (Isolation & Quarantine) guidelines from both the CDC and Public Health Solutions during the 2021-2022 school year.

### **Diagnostic**

Students that are ill are asked to stay at home until they are well. Any student with a fever of 100.4°F or higher (Or if the student is displaying other signs of illness) will need to stay home for up to 24 hours.

**Efforts to Provide Vaccinations to School Communities**

The administration will work with Four Corners to promote local vaccination clinics in our region and allow Four Corners the ability to use our facilities to provide vaccinations to all eligible students and patrons in our community.

**Accommodations for Children with Disabilities**

Students qualifying for extra support through an IEP or through a 504 plan will continue to receive services and support according to their plans throughout the 2021-2022 school year. Accommodations, modifications, and related services will be provided as outlined in a student's plan during in-person learning.

**Continuity of Services**

The district has invested in Chromebooks for all PK-12 students and provided our teachers with remote learning trainings to ensure continuity of instruction will still occur should in-person learning not be possible due to a COVID-19 outbreak. In addition, students will continue to be provided accommodations as stated in their IEP or 504 plans during remote learning. Parent input will be sought to develop a plan for the provision of remote IEP services and student progress will be reviewed by the student's team when in-person learning resumes.

In the event of a COVID-19 outbreak, regular communication, using all available modalities, with students will be required of administrators and teachers to ensure the safety, academic engagement, and wellness of students. If in-person instruction is not possible, breakfast and lunch may be provided to students through a USDA approved system. School counselors and mental health support staff will be available online by appointment for any students or staff in need of assistance.

**Closures**

The Board of Education and Administration would like to personally thank all Centennial staff members, students, and parents for your dedication and efforts during the 2020-2021 school year. Everyone worked tirelessly to ensure that students were being educated in-person during a global pandemic. The district is appreciative of everyone's flexibility and patience. It is possible that there will be some uncertainty regarding what lies ahead this school year concerning the COVID-19 pandemic, but the district's plan is to operate in a more traditional learning environment during the 2021-2022 school year.

**DRAFT 2022 - 23**

AGREEMENT ON TERMS AND  
CONDITIONS OF EMPLOYMENT  
BETWEEN  
CENTENNIAL SCHOOL DISTRICT 67R  
AND  
CENTENNIAL EDUCATION ASSOCIATION

This agreement is made and entered into by and between the Board of Education of the Centennial School District, Number 67R, of Seward County, Nebraska, (hereinafter referred to as the "Board") and the Centennial Education Association (hereinafter referred to as the "Association").

PHILOSOPHY

The Board and the Association firmly believe that the primary function of the Board and its professional staff is to assure each boy and girl attending the Centennial Public School an effective educational program. The Board recognizes that teaching is a profession. The Board and Association believe that the objectives of the educational program are realized to a high degree when mutual understanding, cooperation, and effective communications exist between the Board and its teaching staff.

PRINCIPLES

1. TEACHING PERSONNEL. It is recognized that members of the teaching staff require specialized qualifications and that the success of the educational program in Centennial Public School, District 67R, depends upon the maximum utilization of the abilities of teachers who are reasonably well satisfied with the conditions under which their services are rendered.
2. RIGHT TO JOIN OR NOT JOIN. It is further recognized that teachers have the right to join, participate in, and assist the Association, and the right to refrain from such, but membership shall not be a prerequisite for employment or continuation of employment of any employee.
3. RIGHTS OF MINORITIES AND INDIVIDUALS. The legal rights inherent in the State School Code and in the rulings and regulations of the Department of Education affecting certificated personnel are in no way abridged by this agreement.

AREAS FOR DISCUSSION AND AGREEMENT

This recognition constitutes an agreement between the Board and the Association to attempt to reach mutual understandings regarding salaries, fringe benefits, and related employment conditions. The Board and the Association recognize that the Board is the legally constituted body responsible for the determination of policies covering all aspects of the Centennial Public School system. The Board recognizes that it must operate in accordance with all statutory provisions of the state, and such other rules and regulations as are promulgated by the Department of Education in accordance with such statutes. The Board cannot reduce, negotiate, or delegate its legal responsibilities.

## IMPLEMENTATION

This recognition agreement shall supersede all previous recognition agreements and shall become effective upon its approval by the Association and the Board. Nothing contained in this agreement shall be construed to deny either party any constitutional or statutory rights.

## GRIEVANCE PROCEDURE

**DEFINITION OF GRIEVANCE.** A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

**PROCEDURAL STEPS.** The procedure for handling grievances is as set forth below.

**STEP 1 - NOTICE TO PRINCIPAL.** The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor in writing within ten (10) days from the date that the grievant knew or should have known of the incident giving rise to the grievance. The written notice must include the description of the facts of the grievance, a list of witnesses, relevant documents and the requested resolution.

**STEP 2 - WRITTEN GRIEVANCE TO THE PRINCIPAL.** If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal. The failure to present the grievance within five (5) days shall result in the waiver of the grievance.

The principal shall schedule a meeting within three (3) days of the receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

**STEP 3 - WRITTEN APPEAL TO THE SUPERINTENDENT OF SCHOOLS.** If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination. The appeal shall be based on, and limited to, the facts produced at Step 1 and 2..

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

**STEP 4 - APPEAL TO THE BOARD OF EDUCATION.** If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The appeal shall be based on, and limited to, the facts produced at Step 1 and 2. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

**WRITTEN PRESENTATION.** All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all

witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

**GRIEVANCE MEETINGS OR HEARINGS.** All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

**ASSOCIATION REPRESENTATION.** A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

**REPRISALS.** No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

**WITHDRAWAL OF A GRIEVANCE.** A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party

**ADVANCED STEP FILING.** A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

**TIME LIMITATIONS.** Time limitations herein are critical. All references to days are to contract days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

## PROVISIONS FOR LEAVE

### A. SICK LEAVE AND PERSONAL LEAVE

1. Each certified employee shall be granted 11 days of sick/personal leave each year. First year certificated employees shall be granted eleven (11) days of sick/personal leave the first day of their employment. Proper leave requests forms must be completed. The general reason for the leave must be specified on the form (personal, illness, etc.) as the district is required to report types of teacher leave to NDE.

- a. Leave requests must be taken in full or half day increments. Early leave requests or requests to leave for short periods of time shall accrue toward used leave time.
- b. Adequate notice: employees must submit a leave request form a minimum of 5 working days in advance of the leave date for professional and personal leave, as well as for other types of leaves. In the case of an emergency or illness, the employee shall contact their principal directly.
- c. Leave requests are subject to: availability of substitute teachers, adequate notice to employers, restrictions on use of leave to extend vacations, and providing enough non-substitutes in the building to maintain an orderly environment. If four or more teachers are absent from the building on any given day for pre approved leaves or activities, personal leaves will be denied. Also, additional leave requests may be granted within reason at the discretion of the superintendent.
- d. No personal leave may be taken the first or last day of school, or to extend a vacation period, or on scheduled days of parent-teacher conferences or full day in-services. Teachers will be docked the equivalent of the daily substitute pay rate for these days.
- e. Staff members are strongly encouraged not to take leave during the first two or last two weeks of a school year. However, leave may be granted at the discretion of the superintendent.
- f. Unused leave shall be accumulated from year to year to a limit of 50 days. Once leave is accumulated, the leave can only be used for accident, illness, medical emergencies, or bereavement (after the current year's days are exhausted) of the immediate family. Immediate family is defined as: husband, wife, children, parents, grandparents, grandchildren, brothers, sisters, or in-laws of the same.
- g. An employee who is absent from work beyond the amount of their annual sick/personal leave plus their accumulated sick leave days shall have one day of their salary deducted for each day that the employee is absent beyond total leave days available at their daily rate of pay. The superintendent has the authority to grant additional leave at full pay deduction (1/185 of contracted amount, if the calendar calls for 185 contract days) if they feel it is a warranted leave request.
- h. Teachers contracted to teach a minimum of .5 FTE will receive a prorated leave benefit. Temporary employees and part time employees (less than ½ time) shall not be entitled to leave privileges unless specifically stated.

2. ~~Ten (10) days of earned sick leave per year of employment shall be allowed without loss of pay, and such leave shall be accumulative to a maximum of fifty (50) days.~~ In any case of Sick leave, the Board and/or Administration may require a physician's statement attesting that the teacher is not medically able to carry out regularly assigned duties. If the administration has reasonable cause to believe that a teacher who is performing or attempting to perform his/her regular assigned duties is not medically able to do so, the administration may require that teacher to obtain a physician's statement that the teacher is medically able to carry out his/her regular assigned duties. If a teacher can anticipate the need for Sick leave, it is requested that the teacher notify the administration as soon as possible and attempt to reach agreement on the time and duration of the leave.

3. Any teacher who has fewer than twenty (20) days of available leave at the beginning of any contract year shall have available the necessary advance credit Sick leave, consisting of Sick leave days to be earned in the next year of employment, to bring the available leave up to twenty (20) days (including the ten (10) days available for that contract year). No more than ten (10) days may be advanced from a future year. If a teacher uses advance credit Sick leave and then leaves the employment of the district prior to such time that the normal accumulation of the ten (10) annual days shall have eliminated the deficit, the Board, at its discretion, may require monetary reimbursement for the Sick leave advanced but not earned at a rate of 1/185 of the salary of the latest teaching contract for each such day. When the "excess" days involve extra duty missed, the reimbursement shall include that portion of the pay for that extra duty that has the same ratio to the total pay as the days missed bears to the total duty days for that extra duty assignment. Such reimbursement shall be deducted from the final salary check.

5. **UNUSED SICK/PERSONAL LEAVE DAYS.**

In the event that teachers have unused sick/personal days they will be transferred to the sick bank, or turned in for reimbursement at the rate of \$30 per day.

~~UNUSED SICK LEAVE DAYS If six (6) or less Sick leave days are used during the contract year, the teacher will be reimbursed one (1) day of the substitute teacher rate of pay and will be included in the July check.~~

6. **SICK LEAVE DONATION**

During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day of Sick leave to another employee who is in need and has exhausted all of his/her Sick leave due and personal leave due to an illness or other extreme circumstances. These extreme circumstances are subject to the approval of the superintendent and the Centennial Education Association President. The maximum total number of days any teacher can donate in a school year is two (2) days. The total of such donated Sick Leave to the employee needing Sick leave shall not exceed that total of the accumulated Sick leave of that employee at the beginning of the school year (including those days for the current school year.) The total available Sick leave may not exceed an accumulated amount of 50 days (this includes both the employee's Sick days and donated days) unless approved by the Board of Education. Donated Sick leave must be submitted on a school district request form and filed in the superintendent's office no later than five (5) working days after that recipient has returned to work. Donated Sick leave shall be drawn in the order of the date received in the superintendent's office. A drawing shall be conducted to determine the order of usage if the donations are received on the same day and fit the criteria listed herein.

~~B. PERSONAL LEAVE~~

~~Teachers shall be granted two (2) days of personal leave each year. If the Teacher has unused personal leave at the end of the contract year, the Teacher will be given the option of being paid for the unused days(s); banking one (1) unused day for use in the next school year or in the event they have two (2) or more unused days they may get paid for one (1) day or two (2) days and bank the other day. If the Teacher chooses to cash in the unused day(s) the rate of pay will be the regular substitute rate that is set by the district. Payment will be made in the July paycheck.~~

~~If the Teacher has unused personal leave at the end of the contract year and chooses to bank the unused day for future use, the day(s) may be banked cumulative to a total of three (3) days. The Teacher may use any number of personal days up to the total accumulated amount during the contract year subject to conditions listed in the PERSONAL LEAVE section of this~~

agreement.

~~Personal leave requests shall be made as early as possible. Personal leave may not be used on professional development days unless there are extenuating circumstances and the leave is approved by the administration.~~

### C. PROFESSIONAL LEAVE

It is recognized that attendance at professional meetings in a staff member's subject area is beneficial. It is also recognized that school district funds are limited. All professional leave requests must be approved by the principal or superintendent.

Reimbursement for the above will be provided as follows:

- \*1. Scheduled mileage rate
2. Registration cost
- \*3. Meal reimbursement with receipts
- \*4. Lodging reimbursement with receipts

\*Mileage rate and allowances will be determined by the Board of Education for each school year.

Coaches attendance at state competitions when Centennial is not competing shall be considered professional leave when their teams are not competing in the competition. Head varsity activity coaches will be granted leave, without loss of pay, to attend state tournament contests in their coaching activity. All assistant varsity activity coaches may be granted one day of leave, without loss of pay, to attend state tournament contests in their coaching activity providing adequate substitutes can be found. (for example assistant coaches might be required to stagger their days so that not all coaches are absent from their duties on the same day.) Coaches attendance at state competitions do not qualify for any reimbursements.

### D. BEREAVEMENT OR FUNERAL LEAVE

Employees shall be entitled to leave with pay for a maximum of five (5) contract days per event of the death of the employee's spouse, child, parent, mother/father-in-law, grandparent, sibling, sister/brother-in-law, or any other family member who resides in the same home as the employee.

Certified Staff will be granted two days for other requested bereavement leave during the contract period. If more than two days are needed, the leave may be extended by using sick/personal leave.

## SALARY SCHEDULE POLICY

- A. SALARY BASE. . . . . \$38,000
- B. VERTICAL INCREMENT . . . . . 4 Percent
- C. HORIZONTAL INCREMENT . . . . . 5 Percent
- D. SALARY SCHEDULE PLACEMENT

Upon their initial hire, employees new to the school system shall be credited with all of their acceptable prior years of teaching experience.

- E. SALARY SCHEDULE ADVANCEMENT

Teachers will advance one vertical step per full time year until they reach the maximum number of steps in the column.

Any teacher reaching the maximum step on the salary schedule, either horizontally or vertically, will remain there until approved horizontal movement is achieved. Any teacher within the system who has reached such "frozen" status at the bottom of a column will not be permitted to advance more than one step vertically as a result of horizontal movement.

In order to obtain credit for horizontal advancement on the salary schedule beyond the BA degree, a teacher must, with prior administration approval, present credit hours earned as a part of a planned graduate program at an institution whose graduate program is approved by the state in which the institution is located and leading to a Master's degree within an area to which the teacher is assigned.

Any teacher in the system may ask for prior administration approval for any course he/she feels would be of benefit to the school district. If approval is granted for any undergraduate credits, said credit will be allowed only up to and including the BA +27 column. Any further advancement must be with an accumulated total of approved graduate hours. (In order to reach the BA +36 or Master's step, all 36 hours must be approved graduate hours.)

Any teacher who is asked to take any course by the administration or Board of Education will be given horizontal advancement credit for said course or courses for the duration of the teacher's tenure in the school system.

It is the teacher's responsibility to furnish the superintendent of schools with evidence of additional graduate and/or undergraduate hours that will allow for horizontal movement on the salary schedule by August 15 of the approaching school year. May 15 is the eligibility deadline for teachers to advise the superintendent of plans to move horizontally on the salary schedule for the following school year.

- F. EXTENDED DUTY ASSIGNMENT

Any teacher with assigned duties beyond the normal number of contract days (extended contract), not covered on the extra duty schedule, shall be paid additional compensation that shall be mutually agreed upon between teacher and Board, not to exceed that teacher's daily rate

G. LENGTH OF CONTRACT PERIOD

Any change in the number of teacher duty days in the contract period shall be set and announced prior to the conclusion of the negotiations for that year.

H. TEACHER LOAD

Secondary teachers shall ordinarily have one of the regularly scheduled class periods free for planning purposes. If by mutual agreement between a teacher and the administration that teacher agrees to teach the remaining period, there shall be additional compensation to be mutually agreed upon, not to exceed fourteen (14) percent of the amount indicated for that teacher's position on the salary schedule.

Elementary teachers shall have an amount of planning time approximately equal to the amount of time given to secondary teachers. Elementary teachers who, by mutual agreement with the administration, accept duties that would be considered extra or beyond a normal elementary duty load shall receive additional compensation to be mutually agreed upon, not to exceed an amount that has the same ratio to the amount indicated for that teacher's position on the salary schedule as the amount of extra duty time per week has to the amount of duty time in a normal teaching week. Teaching duty time is defined as that time between the beginning of classes in the morning and the dismissal of classes in the afternoon, excluding the time provided for lunch.

Coverage Time Compensation - When a Certified Contracted Employee is asked to and agrees to cover another Certified Contracted Employee's class(es) during their plan period, the Certified Contracted Employee shall be compensated \$10 per class period. ~~after the 5<sup>th</sup> lost plan period due to such coverage.~~

I. SALARY PAYMENTS

All salaries shall be paid in twelve (12) equal payments on the 15th of each month beginning in September. If the 15th falls on a weekend or on a school holiday, payment shall be on the last school day prior to the 15th.

J. CERTIFICATE REGISTRATION

Teachers must have a current certificate registered in the office of the superintendent. A photo-copy of the certificate shall be placed in the teacher's permanent file. Both must be accomplished in order for the teacher to receive a paycheck.

K. HEALTH INSURANCE

The board shall, at district's expense, provide for all teachers a health care program as provided by the Educators Health Alliance under its \$850 Deductible Blue Preferred Health Coverage and also single dental for the PPO – 80% A & B with 50% C dental coverage, or shall in its discretion provide coverage which matches in all respects.

Part Time Teachers: For any teacher who works less than full time but at least half time will receive the same ratio to the full premium as the portion of time worked has to full time. (Example: For a ½ time teacher the Board will reduce its participation in the premium to ½ the full appropriate premium.) The part time teacher shall elect to pay the remainder of the premium by payroll deduction or to waive the insurance benefits entirely.

When both spouses are employed by Centennial Public School, they may elect one of the above health plans plus dental coverage to match that plan. (Example: If the employees select the plan covering Employee, Spouse and Children they will receive dental coverage for Employee, Spouse & Children.)

L. LONG TERM DISABILITY INCOME PROTECTION INSURANCE

The District will pay all teachers the amount of LTD premium cost: this amount will then be deducted from all teachers' checks to pay the LTD premium. By doing this, any benefits received will be non-taxable to the employee.

M. REDUCTION-IN-FORCE POLICY

Any change in the reduction-in-force policy to be used in a succeeding year shall be established and announced prior to the conclusion of the negotiations for that year.

N. SAFETY COMMITTEE

The Superintendent or his/her designee will select staff members as needed and appropriate to serve on the Safety Committee.

O. REIMBURSEMENT FOR COMPLETING GRADUATE HOURS TO TEACH DUAL CREDIT COURSES

In the event that the district requests that a teacher get certified to teach dual credit, the district will reimburse the teacher's tuition at the tuition rate for a Nebraska public college or university for courses needed to qualify as a dual credit teacher upon successful completion of each course. If the courses necessary to qualify to teach dual credit courses are not available at a public institution the teacher may apply for reimbursement at the private college rate. Tuition reimbursement for courses taken through a private college or university must be approved in writing in advance. If the teacher is in a program that reimburses all or part of the tuition for these, Centennial will reimburse the teacher the unpaid balance of the tuition.

If the teacher elects to use dual credit qualifying college credit for movement on the salary schedule, the district will reimburse the teacher for 75% of the tuition needed upon successful completion of each course. If the teacher is in a program that reimburses the teacher, the district will reimburse the teacher for tuition the difference.

If a teacher leaves the district before the end of the three years, the district will be reimbursed one-third of the tuition per year not served. (i.e. If a teacher left after one year, he or she would be required to reimburse the district for two-thirds of the tuition that was paid them.)

Each dual credit teacher will be paid a \$500 stipend per dual credit class taught. The stipend will be paid in the July paycheck.

P. SUMMER HOURS FOR COACHES

Coaches will receive the following amounts for summer work with student athletes. All hours must be **pre** approved by the Activities Director. This does not include supervising the weightroom.

Head Coaches

20 - 39 Hours	1% of base
40 - 59 Hours	2% of base
60+ Hours	3% of base

Assistant Coaches

20 - 39 Hours	.5% of base
40 - 59 Hours	1% of base
60+ Hours	1.5% of base

Q. NONDISCRIMINATION

The Board and Association shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his or her race, color, religion, sex, disability, or national origin.

R. JOINT PREPARATION AND CONSTRUCTION

This Negotiated Agreement is the product of a collectively bargained negotiation, and all parties have cooperated in the drafting and preparation of the Agreement. Thus, this Negotiated Agreement should not be construed for or against any party.

S. MANAGEMENT RIGHTS

Anything herein to the contrary notwithstanding, the Board, except as is expressly provided in this Agreement, reserves exclusively unto itself all the rights, powers, discretion, authorities, and prerogatives vested in it, whether exercised or not; and nothing herein shall be construed in any manner as constituting a delegation or waiver of any rights, powers, discretion, authority or prerogative so vested in the Board its designees.

T. WAIVER OF BARGAINING RIGHTS AND AMENDMENT TO AGREEMENT

During the negotiations resulting in this Agreement, the District and the Association each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter as to which any state or federal law imposes an obligation to bargain, including but not necessarily limited to, the Industrial Relations Act (NEB. REV. STAT. §§ 48-801 through 48-839). Except as specifically set forth elsewhere in this Agreement, the District expressly waives its right to require the Association to negotiate, and the Association expressly waives its right to require the District to negotiate over all matter as to which state or federal law imposes an obligation to bargain, whether or not: (a) such matters are specifically referred to in this Agreement; (b) such matters were discussed between the District and the Association during the negotiations which resulted in this Agreement; or (c) such matters were within the contemplation or knowledge of the District or the Association at the time this Agreement was negotiated and executed. This Agreement contains the entire understanding, undertaking, and agreement of the District and the Association, after the exercise of the right and opportunity referred to in the first sentence of this section, and finally determines all matters of collective bargaining for

its terms. Changes to this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be reduced to writing and executed by both the District and the Association.

CENTENNIAL PUBLIC SCHOOL

INDEX SALARY SCHEDULE

Base \$38,000 .04 Down & .05 Across

2022-2023

	Base	\$38,000						
					Bachelor			
Step	Bachelor	Bachelor	Bachelor	Bachelor	36 Hrs	Master	Master	Master
	Degree	9 Hrs	18 Hrs	27 Hrs	or Master	9 Hrs	18 Hrs	27 Hrs
0	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35
	\$38,000	\$39,900	\$41,800	\$43,700	\$45,600	\$47,500	\$49,400	\$51,300
1	1.04	1.09	1.14	1.19	1.24	1.29	1.34	1.39
	\$39,520	\$41,420	\$43,320	\$45,220	\$47,120	\$49,020	\$50,920	\$52,820
2	1.08	1.13	1.18	1.23	1.28	1.33	1.38	1.43
	\$41,040	\$42,940	\$44,840	\$46,740	\$48,640	\$50,540	\$52,440	\$54,340
3	1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.47
	\$42,560	\$44,460	\$46,360	\$48,260	\$50,160	\$52,060	\$53,960	\$55,860
4	1.16	1.21	1.26	1.31	1.36	1.41	1.46	1.51
	\$44,080	\$45,980	\$47,880	\$49,780	\$51,680	\$53,580	\$55,480	\$57,380
5	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.55
	\$45,600	\$47,500	\$49,400	\$51,300	\$53,200	\$55,100	\$57,000	\$58,900
6		1.29	1.34	1.39	1.44	1.49	1.54	1.59
		\$49,020	\$50,920	\$52,820	\$54,720	\$56,620	\$58,520	\$60,420
7		1.33	1.38	1.43	1.48	1.53	1.58	1.63
		\$50,540	\$52,440	\$54,340	\$56,240	\$58,140	\$60,040	\$61,940
8			1.42	1.47	1.52	1.57	1.62	1.67
			\$53,960	\$55,860	\$57,760	\$59,660	\$61,560	\$63,460
9			1.46	1.51	1.56	1.61	1.66	1.71
			\$55,480	\$57,380	\$59,280	\$61,180	\$63,080	\$64,980
10				1.55	1.60	1.65	1.70	1.75
				\$58,900	\$60,800	\$62,700	\$64,600	\$66,500
11					1.64	1.69	1.74	1.79
					\$62,320	\$64,220	\$66,120	\$68,020
12						1.73	1.78	1.83
						\$65,740	\$67,640	\$69,540
13							1.82	1.87
							\$69,160	\$71,060
14								1.91
								\$72,580

**CENTENNIAL EXTRA DUTY SCHEDULE**  
(Amounts are percents of base salary)

	Number of years with this assignment (Including this contract year)					
	1	2	3	4	5	6
FOOTBALL - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach(es)	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coaches	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
BASKETBALL - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach(es)	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
TRACK - Head varsity coach	10	11	12	13	14	15
Assistant varsity coach(es)	6	6.75	7.5	8.25	9	9.75
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
CROSS COUNTRY - Head coach	7	8	9	10	11	12
7th & 8th coach	4	4.5	5	5.5	6	6.5
WRESTLING - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
VOLLEYBALL - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
SOFTBALL - Head varsity coach	10	11	12	13	14	15
Assistant varsity coach	6	6.75	7.5	8.25	9	9.75
GOLF	7	8	9	10	11	12
UNIFIED BOWLING	3	3	3	3	3	3
VOCAL MUSIC	3.5	3.75	4	4.25	4.5	4.75
INSTRUMENTAL MUSIC	6	6.5	7	7.5	8	8.5
DRAMA (Each, per play)	4.35	4.50	4.65	4.8	4.95	5.10
SPEECH	3	3.25	3.5	3.75	4	4.25
DANCE TEAM	4.5	4.75	5	5.25	5.5	5.75
CHEER TEAM	4.5	4.75	5	5.25	5.5	5.75
FCCLA/ EDUCATORS RISING	4.75	5	5.25	5.5	5.75	6
<b>E SPORTS SPONSOR</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
ACADEMIC SPONSOR/K 12 CLUB	2	2.25	2.5	2.75	3	3.25
FFA	10	11	12	13	14	15
FBLA	4.75	5	5.25	5.5	5.75	6
STUDENT COUNCIL SPONSOR	4.5	4.75	5	5.25	5.5	5.75
ANNUAL	6	6.5	7	7.5	8	8.5
JUNIOR CLASS SPONSORSHIP	4 total, divided equally among sponsors					

The Board may grant credit (horizontal steps) for prior experience in a particular activity at their discretion. The number of steps granted on that first contract shall be the base point for further advancements. Changes to XC and Golf extra duty pay will be grandfathered into this agreement. Current extra duty rates of 10%-15% of base for Golf and XC will stay in effect for the duration of the present coaches tenure.

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This agreement shall become effective on the first day of the 2022-2023 school year and shall continue in full force until replaced by a mutually agreed to successor agreement which shall then be retroactive to the beginning of the 2023-2024 school year.

Date: February , 2022

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Chief Negotiator  
Centennial School, District 67R

Chairman, Negotiation Committee  
Centennial Education Association

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President, Board of Education  
Centennial School, District 67R

President, Centennial Education Association

2022 - 23  
AGREEMENT ON TERMS AND  
CONDITIONS OF EMPLOYMENT  
BETWEEN  
CENTENNIAL SCHOOL DISTRICT 67R  
AND  
CENTENNIAL EDUCATION ASSOCIATION

This agreement is made and entered into by and between the Board of Education of the Centennial School District, Number 67R, of Seward County, Nebraska, (hereinafter referred to as the "Board") and the Centennial Education Association (hereinafter referred to as the "Association").

PHILOSOPHY

The Board and the Association firmly believe that the primary function of the Board and its professional staff is to assure each boy and girl attending the Centennial Public School an effective educational program. The Board recognizes that teaching is a profession. The Board and Association believe that the objectives of the educational program are realized to a high degree when mutual understanding, cooperation, and effective communications exist between the Board and its teaching staff.

PRINCIPLES

1. TEACHING PERSONNEL. It is recognized that members of the teaching staff require specialized qualifications and that the success of the educational program in Centennial Public School, District 67R, depends upon the maximum utilization of the abilities of teachers who are reasonably well satisfied with the conditions under which their services are rendered.
2. RIGHT TO JOIN OR NOT JOIN. It is further recognized that teachers have the right to join, participate in, and assist the Association, and the right to refrain from such, but membership shall not be a prerequisite for employment or continuation of employment of any employee.
3. RIGHTS OF MINORITIES AND INDIVIDUALS. The legal rights inherent in the State School Code and in the rulings and regulations of the Department of Education affecting certificated personnel are in no way abridged by this agreement.

AREAS FOR DISCUSSION AND AGREEMENT

This recognition constitutes an agreement between the Board and the Association to attempt to reach mutual understandings regarding salaries, fringe benefits, and related employment conditions. The Board and the Association recognize that the Board is the legally constituted body responsible for the determination of policies covering all aspects of the Centennial Public School system. The Board recognizes that it must operate in accordance with all statutory provisions of the state, and such other rules and regulations as are promulgated by the Department of Education in accordance with such statutes. The Board cannot reduce, negotiate, or delegate its legal responsibilities.

## IMPLEMENTATION

This recognition agreement shall supersede all previous recognition agreements and shall become effective upon its approval by the Association and the Board. Nothing contained in this agreement shall be construed to deny either party any constitutional or statutory rights.

## GRIEVANCE PROCEDURE

**DEFINITION OF GRIEVANCE.** A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

**PROCEDURAL STEPS.** The procedure for handling grievances is as set forth below.

**STEP 1 - NOTICE TO PRINCIPAL.** The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor in writing within ten (10) days from the date that the grievant knew or should have known of the incident giving rise to the grievance. The written notice must include the description of the facts of the grievance, a list of witnesses, relevant documents and the requested resolution.

**STEP 2 - WRITTEN GRIEVANCE TO THE PRINCIPAL.** If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal. The failure to present the grievance within five (5) days shall result in the waiver of the grievance.

The principal shall schedule a meeting within three (3) days of the receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

**STEP 3 - WRITTEN APPEAL TO THE SUPERINTENDENT OF SCHOOLS.** If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination. The appeal shall be based on, and limited to, the facts produced at Step 1 and 2..

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

**STEP 4 - APPEAL TO THE BOARD OF EDUCATION.** If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The appeal shall be based on, and limited to, the facts produced at Step 1 and 2. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

**WRITTEN PRESENTATION.** All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all

witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

**GRIEVANCE MEETINGS OR HEARINGS.** All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

**ASSOCIATION REPRESENTATION.** A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

**REPRISALS.** No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

**WITHDRAWAL OF A GRIEVANCE.** A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party

**ADVANCED STEP FILING.** A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

**TIME LIMITATIONS.** Time limitations herein are critical. All references to days are to contract days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

## PROVISIONS FOR LEAVE

### A. SICK LEAVE AND PERSONAL LEAVE

1. Each certified employee shall be granted 11 days of sick/personal leave each year. First year certificated employees shall be granted eleven (11) days of sick/personal leave the first day of their employment. Proper leave requests forms must be completed. The general reason for the leave must be specified on the form (personal, illness, etc.) as the district is required to report types of teacher leave to NDE.

- a. Leave requests must be taken in full or half day increments. Early leave requests or requests to leave for short periods of time shall accrue toward used leave time.
- b. Adequate notice: employees must submit a leave request form a minimum of 5 working days in advance of the leave date for professional and personal leave, as well as for other types of leaves. In the case of an emergency or illness, the employee shall contact their principal directly.
- c. Leave requests are subject to: availability of substitute teachers, adequate notice to employers, restrictions on use of leave to extend vacations, and providing enough non-substitutes in the building to maintain an orderly environment. If four or more teachers are absent from the building on any given day for pre approved leaves or activities, personal leaves will be denied. Also, additional leave requests may be granted within reason at the discretion of the superintendent.
- d. No personal leave may be taken the first or last day of school, or to extend a vacation period, or on scheduled days of parent-teacher conferences or full day in-services. Teachers will be docked the equivalent of the daily substitute pay rate for these days.
- e. Staff members are strongly encouraged not to take leave during the first two or last two weeks of a school year. However, leave may be granted at the discretion of the superintendent.
- f. Unused leave shall be accumulated from year to year to a limit of 50 days. Once leave is accumulated, the leave can only be used for accident, illness, medical emergencies, or bereavement (after the current year's days are exhausted) of the immediate family. Immediate family is defined as: husband, wife, children, parents, grandparents, grandchildren, brothers, sisters, or in-laws of the same.
- g. An employee who is absent from work beyond the amount of their annual sick/personal leave plus their accumulated sick leave days shall have one day of their salary deducted for each day that the employee is absent beyond total leave days available at their daily rate of pay. The superintendent has the authority to grant additional leave at full pay deduction (1/185 of contracted amount, if the calendar calls for 185 contract days) if they feel it is a warranted leave request.
- h. Teachers contracted to teach a minimum of .5 FTE will receive a prorated leave benefit. Temporary employees and part time employees (less than ½ time) shall not be entitled to leave privileges unless specifically stated.

2. In any case of Sick leave, the Board and/or Administration may require a physician's statement attesting that the teacher is not medically able to carry out regularly assigned duties. If the administration has reasonable cause to believe that a teacher who is performing or attempting to perform his/her regular assigned duties is not medically able to do so, the administration may require that teacher to obtain a physician's statement that the teacher is medically able to carry out his/her regular assigned duties. If a teacher can anticipate the need for Sick leave, it is requested that the teacher notify the administration as soon as possible and attempt to reach agreement on the time and duration of the leave.

3. Any teacher who has fewer than twenty (20) days of available leave at the beginning of any contract year shall have available the necessary advance credit Sick leave, consisting of

Sick leave days to be earned in the next year of employment, to bring the available leave up to twenty (20) days (including the ten (10) days available for that contract year). No more than ten (10) days may be advanced from a future year. If a teacher uses advance credit Sick leave and then leaves the employment of the district prior to such time that the normal accumulation of the ten (10) annual days shall have eliminated the deficit, the Board, at its discretion, may require monetary reimbursement for the Sick leave advanced but not earned at a rate of 1/185 of the salary of the latest teaching contract for each such day. When the "excess" days involve extra duty missed, the reimbursement shall include that portion of the pay for that extra duty that has the same ratio to the total pay as the days missed bears to the total duty days for that extra duty assignment. Such reimbursement shall be deducted from the final salary check.

5. UNUSED SICK/PERSONAL LEAVE DAYS.

In the event that teachers have unused sick/personal days they will be: transferred to the sick bank, or turned in for reimbursement at the rate of \$30 per day.

6. SICK LEAVE DONATION

During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day of Sick leave to another employee who is in need and has exhausted all of his/her Sick leave due and personal leave due to an illness or other extreme circumstances. These extreme circumstances are subject to the approval of the superintendent and the Centennial Education Association President. The maximum total number of days any teacher can donate in a school year is two (2) days. The total of such donated Sick Leave to the employee needing Sick leave shall not exceed that total of the accumulated Sick leave of that employee at the beginning of the school year (including those days for the current school year.) The total available Sick leave may not exceed an accumulated amount of 50 days (this includes both the employee's Sick days and donated days) unless approved by the Board of Education. Donated Sick leave must be submitted on a school district request form and filed in the superintendent's office no later than five (5) working days after that recipient has returned to work. Donated Sick leave shall be drawn in the order of the date received in the superintendent's office. A drawing shall be conducted to determine the order of usage if the donations are received on the same day and fit the criteria listed herein.

C. PROFESSIONAL LEAVE

It is recognized that attendance at professional meetings in a staff member's subject area is beneficial. It is also recognized that school district funds are limited. All professional leave requests must be approved by the principal or superintendent. Reimbursement for the above will be provided as follows:

- \*1. Scheduled mileage rate
- 2. Registration cost
- \*3. Meal reimbursement with receipts
- \*4. Lodging reimbursement with receipts

\*Mileage rate and allowances will be determined by the Board of Education for each school year.

Coaches attendance at state competitions when Centennial is not competing shall be considered professional leave when their teams are not competing in the competition. Head varsity activity coaches will be granted leave, without loss of pay, to attend state tournament contests in their coaching activity. All assistant varsity activity coaches may be granted one day of leave, without loss of pay, to attend state tournament contests in their coaching activity providing adequate substitutes can be found. (for example

assistant coaches might be required to stagger their days so that not all coaches are absent from their duties on the same day.) Coaches attendance at state competitions do not qualify for any reimbursements.

D. BEREAVEMENT OR FUNERAL LEAVE

Employees shall be entitled to leave with pay for a maximum of five (5) contract days per event of the death of the employee's spouse, child, parent, mother/father-in-law, grandparent, sibling, sister/brother-in-law, or any other family member who resides in the same home as the employee.

Certified Staff will be granted two days for other requested bereavement leave during the contract period. If more than two days are needed, the leave may be extended by using sick/personal leave.

## SALARY SCHEDULE POLICY

- A. SALARY BASE. . . . . \$38,000
- B. VERTICAL INCREMENT . . . . . 4 Percent
- C. HORIZONTAL INCREMENT . . . . . 5 Percent
- D. SALARY SCHEDULE PLACEMENT

Upon their initial hire, employees new to the school system shall be credited with all of their acceptable prior years of teaching experience.

- E. SALARY SCHEDULE ADVANCEMENT

Teachers will advance one vertical step per full time year until they reach the maximum number of steps in the column.

Any teacher reaching the maximum step on the salary schedule, either horizontally or vertically, will remain there until approved horizontal movement is achieved. Any teacher within the system who has reached such "frozen" status at the bottom of a column will not be permitted to advance more than one step vertically as a result of horizontal movement.

In order to obtain credit for horizontal advancement on the salary schedule beyond the BA degree, a teacher must, with prior administration approval, present credit hours earned as a part of a planned graduate program at an institution whose graduate program is approved by the state in which the institution is located and leading to a Master's degree within an area to which the teacher is assigned.

Any teacher in the system may ask for prior administration approval for any course he/she feels would be of benefit to the school district. If approval is granted for any undergraduate credits, said credit will be allowed only up to and including the BA +27 column. Any further advancement must be with an accumulated total of approved graduate hours. (In order to reach the BA +36 or Master's step, all 36 hours must be approved graduate hours.)

Any teacher who is asked to take any course by the administration or Board of Education will be given horizontal advancement credit for said course or courses for the duration of the teacher's tenure in the school system.

It is the teacher's responsibility to furnish the superintendent of schools with evidence of additional graduate and/or undergraduate hours that will allow for horizontal movement on the salary schedule by August 15 of the approaching school year. May 15 is the eligibility deadline for teachers to advise the superintendent of plans to move horizontally on the salary schedule for the following school year.

- F. EXTENDED DUTY ASSIGNMENT

Any teacher with assigned duties beyond the normal number of contract days (extended contract), not covered on the extra duty schedule, shall be paid additional compensation that shall be mutually agreed upon between teacher and Board, not to exceed that teacher's daily rate

G. LENGTH OF CONTRACT PERIOD

Any change in the number of teacher duty days in the contract period shall be set and announced prior to the conclusion of the negotiations for that year.

H. TEACHER LOAD

Secondary teachers shall ordinarily have one of the regularly scheduled class periods free for planning purposes. If by mutual agreement between a teacher and the administration that teacher agrees to teach the remaining period, there shall be additional compensation to be mutually agreed upon, not to exceed fourteen (14) percent of the amount indicated for that teacher's position on the salary schedule.

Elementary teachers shall have an amount of planning time approximately equal to the amount of time given to secondary teachers. Elementary teachers who, by mutual agreement with the administration, accept duties that would be considered extra or beyond a normal elementary duty load shall receive additional compensation to be mutually agreed upon, not to exceed an amount that has the same ratio to the amount indicated for that teacher's position on the salary schedule as the amount of extra duty time per week has to the amount of duty time in a normal teaching week. Teaching duty time is defined as that time between the beginning of classes in the morning and the dismissal of classes in the afternoon, excluding the time provided for lunch.

Coverage Time Compensation - When a Certified Contracted Employee is asked to and agrees to cover another Certified Contracted Employee's class(es) during their plan period, the Certified Contracted Employee shall be compensated \$10 per class period.

I. SALARY PAYMENTS

All salaries shall be paid in twelve (12) equal payments on the 15th of each month beginning in September. If the 15th falls on a weekend or on a school holiday, payment shall be on the last school day prior to the 15th.

J. CERTIFICATE REGISTRATION

Teachers must have a current certificate registered in the office of the superintendent. A photo-copy of the certificate shall be placed in the teacher's permanent file. Both must be accomplished in order for the teacher to receive a paycheck.

K. HEALTH INSURANCE

The board shall, at district's expense, provide for all teachers a health care program as provided by the Educators Health Alliance under its \$850 Deductible Blue Preferred Health Coverage and also single dental for the PPO – 80% A & B with 50% C dental coverage, or shall in its discretion provide coverage which matches in all respects.

Part Time Teachers: For any teacher who works less than full time but at least half time will receive the same ratio to the full premium as the portion of time worked has to full time. (Example: For a ½ time teacher the Board will reduce its participation in the premium to ½ the full appropriate premium.) The part time teacher shall elect to pay the remainder of the premium by payroll deduction or to waive the insurance benefits entirely.

When both spouses are employed by Centennial Public School, they may elect one of the

above health plans plus dental coverage to match that plan. (Example: If the employees select the plan covering Employee, Spouse and Children they will receive dental coverage for Employee, Spouse & Children.)

L. LONG TERM DISABILITY INCOME PROTECTION INSURANCE

The District will pay all teachers the amount of LTD premium cost: this amount will then be deducted from all teachers' checks to pay the LTD premium. By doing this, any benefits received will be non-taxable to the employee.

M. REDUCTION-IN-FORCE POLICY

Any change in the reduction-in-force policy to be used in a succeeding year shall be established and announced prior to the conclusion of the negotiations for that year.

N. SAFETY COMMITTEE

The Superintendent or his/her designee will select staff members as needed and appropriate to serve on the Safety Committee.

O. REIMBURSEMENT FOR COMPLETING GRADUATE HOURS TO TEACH DUAL CREDIT COURSES

In the event that the district requests that a teacher get certified to teach dual credit, the district will reimburse the teacher's tuition at the tuition rate for a Nebraska public college or university for courses needed to qualify as a dual credit teacher upon successful completion of each course. If the courses necessary to qualify to teach dual credit courses are not available at a public institution the teacher may apply for reimbursement at the private college rate. Tuition reimbursement for courses taken through a private college or university must be approved in writing in advance. If the teacher is in a program that reimburses all or part of the tuition for these, Centennial will reimburse the teacher the unpaid balance of the tuition.

If the teacher elects to use dual credit qualifying college credit for movement on the salary schedule, the district will reimburse the teacher for 75% of the tuition needed upon successful completion of each course. If the teacher is in a program that reimburses the teacher, the district will reimburse the teacher for tuition the difference.

If a teacher leaves the district before the end of the three years, the district will be reimbursed one-third of the tuition per year not served. (i.e. If a teacher left after one year, he or she would be required to reimburse the district for two-thirds of the tuition that was paid them.)

Each dual credit teacher will be paid a \$500 stipend per dual credit class taught. The stipend will be paid in the July paycheck.

P. SUMMER HOURS FOR COACHES

Coaches will receive the following amounts for summer work with student athletes. All hours must be **pre** approved by the Activities Director. This does not include supervising the weightroom.

Head Coaches

20 - 39 Hours                      1% of base

40 - 59 Hours	2% of base
60+ Hours	3% of base

Assistant Coaches

20 - 39 Hours	.5% of base
40 - 59 Hours	1% of base
60+ Hours	1.5% of base

Q. NONDISCRIMINATION

The Board and Association shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his or her race, color, religion, sex, disability, or national origin.

R. JOINT PREPARATION AND CONSTRUCTION

This Negotiated Agreement is the product of a collectively bargained negotiation, and all parties have cooperated in the drafting and preparation of the Agreement. Thus, this Negotiated Agreement should not be construed for or against any party.

S. MANAGEMENT RIGHTS

Anything herein to the contrary notwithstanding, the Board, except as is expressly provided in this Agreement, reserves exclusively unto itself all the rights, powers, discretion, authorities, and prerogatives vested in it, whether exercised or not; and nothing herein shall be construed in any manner as constituting a delegation or waiver of any rights, powers, discretion, authority or prerogative so vested in the Board its designees.

T. WAIVER OF BARGAINING RIGHTS AND AMENDMENT TO AGREEMENT

During the negotiations resulting in this Agreement, the District and the Association each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter as to which any state or federal law imposes an obligation to bargain, including but not necessarily limited to, the Industrial Relations Act (NEB. REV. STAT. §§ 48-801 through 48-839). Except as specifically set forth elsewhere in this Agreement, the District expressly waives its right to require the Association to negotiate, and the Association expressly waives its right to require the District to negotiate over all matter as to which state or federal law imposes an obligation to bargain, whether or not: (a) such matters are specifically referred to in this Agreement; (b) such matters were discussed between the District and the Association during the negotiations which resulted in this Agreement; or (c) such matters were within the contemplation or knowledge of the District or the Association at the time this Agreement was negotiated and executed. This Agreement contains the entire understanding, undertaking, and agreement of the District and the Association, after the exercise of the right and opportunity referred to in the first sentence of this section, and finally determines all matters of collective bargaining for its terms. Changes to this Agreement, whether by addition, waiver, deletion,

amendment, or modification, must be reduced to writing and executed by both the District and the Association.

CENTENNIAL PUBLIC SCHOOL

INDEX SALARY SCHEDULE

Base \$38,000 .04 Down & .05 Across

2022-2023

	Base	\$38,000						
		Bachelor						
Step	Bachelor	Bachelor	Bachelor	Bachelor	36 Hrs	Master	Master	Master
	Degree	9 Hrs	18 Hrs	27 Hrs	or Master	9 Hrs	18 Hrs	27 Hrs
0	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35
	\$38,000	\$39,900	\$41,800	\$43,700	\$45,600	\$47,500	\$49,400	\$51,300
1	1.04	1.09	1.14	1.19	1.24	1.29	1.34	1.39
	\$39,520	\$41,420	\$43,320	\$45,220	\$47,120	\$49,020	\$50,920	\$52,820
2	1.08	1.13	1.18	1.23	1.28	1.33	1.38	1.43
	\$41,040	\$42,940	\$44,840	\$46,740	\$48,640	\$50,540	\$52,440	\$54,340
3	1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.47
	\$42,560	\$44,460	\$46,360	\$48,260	\$50,160	\$52,060	\$53,960	\$55,860
4	1.16	1.21	1.26	1.31	1.36	1.41	1.46	1.51
	\$44,080	\$45,980	\$47,880	\$49,780	\$51,680	\$53,580	\$55,480	\$57,380
5	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.55
	\$45,600	\$47,500	\$49,400	\$51,300	\$53,200	\$55,100	\$57,000	\$58,900
6		1.29	1.34	1.39	1.44	1.49	1.54	1.59
		\$49,020	\$50,920	\$52,820	\$54,720	\$56,620	\$58,520	\$60,420
7		1.33	1.38	1.43	1.48	1.53	1.58	1.63
		\$50,540	\$52,440	\$54,340	\$56,240	\$58,140	\$60,040	\$61,940
8			1.42	1.47	1.52	1.57	1.62	1.67
			\$53,960	\$55,860	\$57,760	\$59,660	\$61,560	\$63,460
9			1.46	1.51	1.56	1.61	1.66	1.71
			\$55,480	\$57,380	\$59,280	\$61,180	\$63,080	\$64,980
10				1.55	1.60	1.65	1.70	1.75
				\$58,900	\$60,800	\$62,700	\$64,600	\$66,500
11					1.64	1.69	1.74	1.79
					\$62,320	\$64,220	\$66,120	\$68,020
12						1.73	1.78	1.83
						\$65,740	\$67,640	\$69,540
13							1.82	1.87
							\$69,160	\$71,060
14								1.91
								\$72,580

**CENTENNIAL EXTRA DUTY SCHEDULE**  
(Amounts are percents of base salary)

	Number of years with this assignment (Including this contract year)					
	1	2	3	4	5	6
FOOTBALL - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach(es)	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coaches	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
BASKETBALL - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach(es)	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
TRACK - Head varsity coach	10	11	12	13	14	15
Assistant varsity coach(es)	6	6.75	7.5	8.25	9	9.75
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
CROSS COUNTRY - Head coach	7	8	9	10	11	12
7th & 8th coach	4	4.5	5	5.5	6	6.5
WRESTLING - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
VOLLEYBALL - Head varsity coach	12	13	14	15	16	17
Assistant varsity coach	6.75	7.5	8.25	9.0	9.75	10.5
7th & 8th coach	5	5.5	6	6.5	7	7.5
Asst. 7th & 8th coach	3.5	3.75	4	4.25	4.5	4.75
SOFTBALL - Head varsity coach	10	11	12	13	14	15
Assistant varsity coach	6	6.75	7.5	8.25	9	9.75
GOLF	7	8	9	10	11	12
UNIFIED BOWLING	3	3	3	3	3	3
VOCAL MUSIC	3.5	3.75	4	4.25	4.5	4.75
INSTRUMENTAL MUSIC	6	6.5	7	7.5	8	8.5
DRAMA (Each, per play)	4.35	4.50	4.65	4.8	4.95	5.10
SPEECH	3	3.25	3.5	3.75	4	4.25
DANCE TEAM	4.5	4.75	5	5.25	5.5	5.75
CHEER TEAM	4.5	4.75	5	5.25	5.5	5.75
FCCLA/ EDUCATORS RISING	4.75	5	5.25	5.5	5.75	6
E SPORTS SPONSOR	3	4	5	6	7	8
ACADEMIC SPONSOR/K 12 CLUB	2	2.25	2.5	2.75	3	3.25
FFA	10	11	12	13	14	15
FBLA	4.75	5	5.25	5.5	5.75	6
STUDENT COUNCIL SPONSOR	4.5	4.75	5	5.25	5.5	5.75
ANNUAL	6	6.5	7	7.5	8	8.5
JUNIOR CLASS SPONSORSHIP	4 total, divided equally among sponsors					

The Board may grant credit (horizontal steps) for prior experience in a particular activity at their discretion. The number of steps granted on that first contract shall be the base point for further advancements. Changes to XC and Golf extra duty pay will be grandfathered into this agreement. Current extra duty rates of 10%-15% of base for Golf and XC will stay in effect for the duration of the present coaches tenure.

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This agreement shall become effective on the first day of the 2022-2023 school year and shall continue in full force until replaced by a mutually agreed to successor agreement which shall then be retroactive to the beginning of the 2023-2024 school year.

Date: January 10, 2022

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Chief Negotiator  
Centennial School, District 67R

Chairman, Negotiation Committee  
Centennial Education Association

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President, Board of Education  
Centennial School, District 67R

President, Centennial Education Association

**Quote Summary**

**Prepared For:**

CENTENNIAL PUBLIC SCHOOL DISTRICT 80-0567  
 1301 CENTENNIAL AVE  
 UTICA, NE 68456

**Prepared By:**

Greg Myers  
 AKRS Equipment Solutions  
 3221 N Lincoln Avenue  
 York, NE 68467  
 Phone: 402-362-6607  
 Mobile: 402-710-1128  
 gmyers@akrs.com

Due to limited product availability, pricing and condition of the equipment being purchased and any trade-in value(s) are subject to change. AKRS is committed to communicating any changes to this sale. If applicable, you, as the purchaser, can choose to accept the revised pricing/condition or cancel your purchase with AKRS at that time.

**Quote Id:** 25798067  
**Created On:** 20 December 2021  
**Last Modified On:** 20 December 2021  
**Expiration Date:** 02 January 2022

Equipment Summary	Selling Price	Qty	Extended
2017 JOHN DEERE Gator™ XUV825i Power Steering (Model Year 2017) - 1M0825GEEHM132249	\$ 14,000.00 X	1 =	\$ 14,000.00
<b>Equipment Total</b>			<b>\$ 14,000.00</b>

Quote Summary	
Equipment Total	\$ 14,000.00
SubTotal	\$ 14,000.00
Est. Service Agreement Tax	\$ 0.00
<b>Total</b>	<b>\$ 14,000.00</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 14,000.00</b>

See notes at top of page 2.

Call with any questions

Thanks

Greg Myers

402-710-1128

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment



Quote Id: 25798067

Customer: CENTENNIAL PUBLIC SCHOOL DISTRICT 80-0567

## 2017 JOHN DEERE Gator™ XUV825i Power Steering (Model Year 2017) - 1M0825GEEHM132249

**Equipment Notes:** GATOR IS CURENTLY ON RENTAL AGREEMENT SINCE MAY 2020 - WAS OUT WITH 122 HOURS, ON 9-30-21 HOURS WERE 287 HOURS. AS OF 9-30-21 RENATAL AMOUNT DUE IS \$1,650. (RENTAL RATE WAS \$10/HOUR)

GATOR IS PRICED ON THIS PROPOSAL - IN AS/IS CONDITION, FOB CENTENNIAL SCHOOLS - UTICA NE. IF PAYMENT NEEDS TO BE SPLIT UP IN 2 PAYMENT PLEASE LET US KNOW AND WE CAN WORK TOGETHER.

IF THE GATOR IS NOT PURCHASED THE RENTAL AMOUNT OF \$10 PER HOUR FROM 122 HOURS TO THE CURRENT METER READING IS PAYABLE TO AKRS EQUIPMENT. (AS OF 9-30-21 THIS WAS \$1,650)

**Hours:** 119

**Stock Number:** 174943

Description	Qty
XUV 825I GAS / 4X4 / CAMO	1

### Standard Options - Per Unit

COUNTRY CODE- US/CANADA	1
PR15 OPENSTATION W/ ROOF	1
BIGHORN TIRE 14-BLACK ALLOY	1
BENCHSEAT,HP GATOR BLK	1
COMPONENTS, 825I EPAS(CAMO)	1
DLX CARGO BX W/POLY/B&T LITE	1
MANUAL LIFT	1
OPS W/ NET	1
ROOF, BLACK 2P OPS POLY	1
LESS PWER/PROT,W/MANUAL LIFT	1
LESS REAR PROTECTION PKG	1
LESS HEAVY-DUTY BRUSHGUARD	1
LESS FRONT HOOD RACK	1

### Original Factory Build Codes

Code	Description
001A	COUNTRY CODE- US/CANADA
0507	PR15 OPENSTATION W/ ROOF



**JOHN DEERE**

# Selling Equipment



**AKRS**  
EQUIPMENT

**Quote Id:** 25798067

**Customer:** CENTENNIAL PUBLIC SCHOOL DISTRICT 80-0567

1009	BIGHORN TIRE 14-BLACK ALLOY
2007	BENCHSEAT,HP GATOR BLK
2502	COMPONENTS, 825I EPAS(CAMO)
3006	DLX CARGO BX W/POLY/B&T LITE
3100	MANUAL LIFT
4000	OPS W/ NET
4030	ROOF, BLACK 2P OPS POLY
4099	LESS PWER/PROT,W/MANUAL LIFT
4199	LESS REAR PROTECTION PKG
4249	LESS HEAVY-DUTY BRUSHGUARD
6309	LESS FRONT HOOD RACK

**CENTENNIAL BOARD OF EDUCATION CALENDAR - 2022**

<b>January</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Install New Members; Elect Officers</li> <li>-Approve Neg. Agreement</li> <li>-Set Rental Fees</li> <li>-Board Calendar</li> <li>-Set Summer Driving Rates</li> <li>-Policy Review-3026-3058</li> <li>-Review Return to Learn Plan (ESSER)</li> <li>-Approve Superintendent Contract (Future Years)</li> </ul>	<ul style="list-style-type: none"> <li>-Pending Legislation</li> <li>-Transportation Needs</li> <li>-Calendar</li> <li>-Strategic Planning</li> <li>-Superintendent Contract (Current)</li> <li>-Foundation Update</li> <li>-Summer Projects</li> <li>-Spring NRCSA Conference</li> <li>-Filing Deadline Incumbent- Feb.</li> </ul>
<b>February</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Policy Review-4000-4030</li> <li>-Consider Rates for Out of District Transportation</li> <li>-Appoint Sup. as Federal and State Programs Rep.</li> <li>-Approve Superintendent Contract (Current)</li> </ul>	<ul style="list-style-type: none"> <li>-Pending Legislation</li> <li>-Summer School</li> <li>-Administrators Contracts</li> <li>-Classified Compensation</li> <li>-School Calendar for 2022-2023</li> <li>-Summer Projects</li> <li>-Americanism Report</li> </ul>
<b>March</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-School Calendar 2022-2023</li> <li>-Policy Review-4030-4061</li> <li>-Consider Administrative/Classified Sal.</li> <li>-Foundation Board Memberships</li> <li>-Staffing Recommendations</li> <li>-Textbook Requests</li> <li>-Superintendent Evaluation # 2</li> </ul>	<ul style="list-style-type: none"> <li>-Preschool Update</li> <li>-Pending Legislation</li> <li>-Filing deadline non incumbent-March</li> <li>-Summer Projects</li> <li>-Handbook Review</li> <li>-Certified Staff Evaluation Report</li> </ul>
<b>April</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Policy Review-5000-5033</li> <li>-Consider Graduation requirements 2022-2023</li> <li>-Contract with ESU 6</li> </ul>	<ul style="list-style-type: none"> <li>-Board Retreat Planning</li> <li>-Discuss Legislation</li> <li>-Academic Achievement Information</li> <li>-Strategic Planning</li> <li>-Board Self Evaluation</li> <li>-Summer Projects</li> </ul>
<b>May</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Policy Review-5034-5067</li> <li>-Admission and Lunch Prices for 2022-2023</li> <li>-Sale of Equipment/Surplus</li> <li>-Set rates for mileage, lodging, meals - trips</li> <li>-Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>-reVISION Grant Update</li> <li>-ESSER's Fund Update</li> <li>-Foundation Update</li> <li>-Legislative Update</li> <li>-Summer Projects</li> <li>-Board Retreat Planning</li> </ul>
<b>June</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Policy Review-6000-6036</li> <li>-Colt's Corral Agreement</li> </ul>	<ul style="list-style-type: none"> <li>-Budget for 2022-2023 School Year</li> <li>-Financial Literacy Act Report</li> </ul>

	<ul style="list-style-type: none"> <li>-Consider Handbook Revisions</li> <li>-Consider Athletic Department Budget</li> </ul>	<ul style="list-style-type: none"> <li>-Transportation Report</li> <li>-Food Service Program Report</li> <li>-Teaching/Extra Duty Assignments</li> </ul>
<b>July</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Hearings: Policy 5018, 5045</li> <li>-Policy Review-5057,5054, 4031, 5001</li> <li>-Teacher Handbooks</li> <li>-Appoint Legal Counsel</li> <li>-Review Reopening Plan - ESSER</li> <li>-Consider Milk and Fuel Bids</li> <li>-Approve Student Handbooks</li> </ul>	<ul style="list-style-type: none"> <li>-Foundation Update</li> <li>-Professional Development Calendar</li> <li>-Budget Review</li> <li>-Legislative Update</li> <li>-Strategic Planning</li> </ul>
<b>August</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Work session: Budget 2022-2023</li> <li>-Superintendent Evaluation Instrument</li> <li>-KSB Policy Updates</li> </ul>	<ul style="list-style-type: none"> <li>-NASB District Meetings</li> <li>-Budget and Tax Request Hearings</li> </ul>
<b>September</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Hearings: Tax Request, Budget</li> <li>-Approve Tax Request, Budget</li> </ul>	<ul style="list-style-type: none"> <li>-Review Enrollment</li> <li>-Negotiations Requests</li> <li>-Safety Plan Report</li> </ul>
<b>October</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-CEA bargaining agent recognition</li> <li>-NASB Delegate Rep. appointment</li> </ul>	<ul style="list-style-type: none"> <li>-NASB Board Convention</li> <li>-Foundation Update</li> <li>-Fed. Inventory Review Report</li> <li>-Strategic Planning</li> <li>-Distribute Superintendent Evaluation</li> <li>-Negotiations</li> <li>-Americanism Report</li> </ul>
<b>November</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Superintendent Evaluation</li> <li>-Consider Acceptance of Audit Report</li> <li>-Out of State Staff Development Applications</li> </ul>	<ul style="list-style-type: none"> <li>-Negotiations</li> <li>-NASB Convention Plans</li> <li>-Wellness Report</li> <li>-Preschool Update</li> </ul>
<b>December</b>	<b>Action Items</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>-Consider Negotiated Agreement</li> <li>-Review Policies 2005, 2006, 2012</li> </ul>	<ul style="list-style-type: none"> <li>-Multicultural Education Report</li> <li>-Academic Assessment Report</li> <li>-Convention Reports</li> <li>-Consider Superintendent Contract</li> <li>-Curriculum Changes</li> <li>-Special Education Update</li> </ul>

# Seward County Clerk

Official: Sherry Schweitzer

Phone: [\(402\) 643-2883](tel:(402)643-2883)

Email: [sschweitzer@co.seward.ne.us](mailto:sschweitzer@co.seward.ne.us)

Location: Courthouse - Room 205

Hours: 8:00 a.m. to 5:00 p.m.



Nebraska Deeds



## 2022 Election Information



(Please call 402-643-2883 with questions!)

### SEWARD COUNTY FILING DEADLINES 2022

**PRIMARY**

Incumbent: January 5 - February 15  
Non-Incumbent: January 5 - March 1

**GENERAL**

January 15 - July 15  
January 5 - August 1

### OFFICES UP FOR ELECTION IN 2022

\*Information May Change Depending on Census Redistricting

#### FEDERAL RACES:

\*U.S. House of Representatives (Congress) District 1

#### STATE RACES:

Governor

Secretary of State

Attorney General

State Treasurer

Auditor of Public Accounts

\*Legislature 24th District

\*Public Service Commission District 4

\*State Board of Education District 5

\*SCC District 1 Rep

Upper Big Blue NRD Subdistricts 1-8 and At Large Director

\*Lower Platte South NRD - Subdistrict 1 and At Large Director

\*Norris Public Power District - District 13 (Precincts B,C,E,K,M-BX,M-CO are in Dist 13)

\*Polk Public Power District (a portion of D Precinct) **(GENERAL ELECTION ONLY)**

\*Perennial Public Power Dist (a portion of Precinct E) **(GENERAL ELECTION ONLY)**

**LOCAL:**

County Assessor

County Attorney

County Clerk

Clerk of the District Court

Sheriff

Surveyor

Treasurer

\*Commissioner Dist 1 (Precincts J, N, O, including the City of Milford)

\*Commissioner Dist 3 (Precincts C, D, E, F, K, L, M)

\*Commissioner Dist 5 (City of Seward Wards 1 & 2)

Seward Mayor

Seward City Council Wards 1, 2, 3 and 4

Seward Airport Authority

Milford City Council Wards 1 and 2

**VILLAGES:**

Village of Beaver Crossing – 2 members (GENERAL ELECTION ONLY)

Village of Bee – 3 members (GENERAL ELECTION ONLY)

Village of Garland – 2 members (GENERAL ELECTION ONLY)

Village of Goehner – 2 members (GENERAL ELECTION ONLY)

Village of Cordova – 2 members (GENERAL ELECTION ONLY)

Village of Pleasant Dale – 2 members (GENERAL ELECTION ONLY)

Village of Staplehurst – 2 members (GENERAL ELECTION ONLY)

Village of Utica – 2 members (GENERAL ELECTION ONLY)

**SCHOOL BOARDS:**

Centennial School Board – 3 members

Milford School Board – 3 members

Seward School Board – 3 members

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**Functions of the Clerk's Office**

The Seward County Clerk's Office has a wide variety of duties. Marriage licenses are issued in our office as are tobacco licenses and liquor licenses. The Clerk's Office also pays all the bills for the County. The County Clerk is the Secretary to the Board of Commissioners. The Board of Commissioners oversee the operations of the County and adopts the final budget.

Seward County's population is 16,100 and because of this size, the County Clerk's Office is also the Register of Deeds and Election Commissioner. The Register of Deeds Office contains all land records for Seward County. If you purchase a home or business, the deed and any related papers are filed in our office. The Election Commissioner handles all candidate filings and prepares and conducts all elections for Seward County. In counties with a larger population, these offices are separate from the County Clerk's Office.

**Fee Schedule**

- [Seward County Clerk Fee Schedule](#)

**Applications, Forms & Certificates**

Applications may be returned to the Seward County Clerk's Office:

- **Nebraska-Born Birth Certificate**
- **Property Valuation Protest Form**
  - A protest must be filed on or before June 30th. If the 30th falls on a weekend, filings will be accepted on the Monday following the 30th. Submissions should be sent to: Seward County Clerk , P.O. Box 190 , Seward, NE 68434 . If you have any questions, call the County Clerk 's Office at 402-643-2883.
- **Marriage Form**
  - Requirements: **Marriage License Requirements**
- **Marriage Certificate**
- **Death Certificate**
  - To obtain a copy of a Birth or Death Certificate, please visit Health Records Management section at 301 Centennial Mall S., Lincoln, NE 68508
- **Project Proposal Form**

Contact Information

Brandy Johnson-Deputy County Clerk  
[bjohnson@co.seward.ne.us](mailto:bjohnson@co.seward.ne.us)

Tracy Phillips-Deputy Election Clerk  
[tracy.phillips@co.seward.ne.us](mailto:tracy.phillips@co.seward.ne.us)

Allison Spell-Administrative Clerk II/Land Records  
[aspell@co.seward.ne.us](mailto:aspell@co.seward.ne.us)

Court House  
529 Seward St  
Seward, NE 68434

Justice Center  
261 S 8th Street  
Seward, NE 68434

West Wing  
322 S 14th  
Seward, NE 68434