



Nebraska Department of Education
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Instructions updated: July 2019

Superintendent / ESU Administrator Transparency Pay Act

DUE DATE

The Superintendent/ESU Administrator Contracts are to be on file at NDE by August 1st; however, the collection will be open year around so new contracts or amendments can be uploaded at any time.

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SCOPE

Rev. Stat. Sections 79-2401 through 79-2405 require all Public School District Superintendents and Educational Service Unit Administrators to file an approved contract and any amendments to the Nebraska Department of Education by August 1st of each school year. This collection should be updated throughout the current year if amendments are approved by the District School Board or ESU Board. NDE will publicly display all contracts on the Department's website.

DIRECTIONS

The Superintendent/ESU Administrator Transparency Pay Act collection is found in the Consolidated Data Collection through the NDE Portal.

Accessing the Collection:

1. Log into the NDE Portal at <https://portal.education.ne.gov/>

2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

4. From the “Open Collections” list, choose **Superintendent/ESU Administrator Transparency Pay Act**

Request To Submit Data Late Or Make Data Changes
Superintendent/ESU Administrator Transparency Pay Act
Human Resources Director Contacts

Appropriate user types for this collection are “Staff”, “All” and “Approver”. A user will not be able to get into this collection unless they have entered an appropriate activation code given to them by their administrator.

Navigation

Upon entering the collection, user will see

1. The Main Menu
2. The Title
3. The Superintendent/ESU Administrator Contract information section
4. The Submit and Approve area

A screenshot of a web form titled 'SUPERINTENDENT/ESU ADMINISTRATOR TRANSPARENCY PAY ACT'. At the top left, there are three buttons: 'Contacts', 'Instructions', and 'Play Instructional Video'. An arrow labeled '1' points to the 'Play Instructional Video' button. Below the buttons, the title 'SUPERINTENDENT/ESU ADMINISTRATOR TRANSPARENCY PAY ACT' is displayed, with an arrow labeled '2' pointing to it. The form contains a dropdown menu for 'School Year' and a table for 'Superintendent/ESU Administrator' information. An arrow labeled '3' points to the 'UPDATE' button in the table. Below the table, there are radio buttons for 'Contract' and 'Amendment', and 'Browse...' and 'Upload File' buttons. At the bottom, there is a 'SUBMIT AND APPROVE' button, with an arrow labeled '4' pointing to it. A status message at the bottom reads 'This collection is currently not approved/submitted.'

Main Menu

Contacts - Shows a list of NDE contacts to call or email if user has any questions while completing the report.

Instructions - Opens this document.

Play Instructional Video – Shows a video explaining the collection and how to complete it.

Other Main Menu options seen throughout the collection include:

Collection Main - Returns user to the Superintendent/ESU Administrator Transparency Act main page.

CDC Main Pg - Takes user back to the Consolidated Data Collections main page.

Logout - Closes the current tab and returns user to the NDE Portal.

Superintendent/ESU Administrator Contract Information

Upon entry into the system, the most current superintendent/ESU administrator's name that NDE has on file will display.

Submit Superintendent/ESU Administrator Contract for the 2018-2019 School Year

If you would like to submit a contract for a different school year, select the school year in the dropdown: --Select--

If the Superintendent/ESU Administrator listed below is not accurate, click on the "UPDATE" button to make changes. The name listed below should be the contract on file with NDE.

Superintendent/ESU Administrator Name:	SUE MARTIN
E-Mail Address:	
<input type="button" value="UPDATE"/>	

Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

Returning Superintendent/Administrators

User will be asked if the Superintendent/Administrator is returning for the following school year.

NDE Form #10-006

SUPERINTENDENT/ESU ADMINISTRATOR TRANSPARENCY PAY ACT

[Click for information on audit and finance requirements for School Districts](#)

[Click for information on audit and finance requirements for ESU's](#)

Submit Superintendent/ESU Administrator Contract for the 2015-2016 School Year

If you would like to submit a contract for a different school year, select the school year in the dropdown: --Select--

If the Superintendent/ESU Administrator listed below is not accurate, click on the "UPDATE" button to make changes. The name listed below should be the contract on file with NDE.

Superintendent/ESU Administrator Name:	SUE MARTIN
E-Mail Address:	SUE.MARTIN@NEBRASKA.GOV

Is the superintendent/ESU administrator listed above the same as the 2014-2015 School Year?

Yes
 No

Select **Yes**.

Verify the correct selection was made.

Message from webpage



Are you sure you made the correct selection?

OK

Cancel

Once selection has been verified, a list of the contract/amendment(s) that were uploaded the previous year will display.

1. Clicking on the District File Name will pop open a new window containing the contract/amendment already submitted.
2. For each contract/amendment listed, click on the **RETAIN** button to keep the contract/amendment for the new school year, or
3. If the contract is no longer in effect, click the **REMOVE** button.

Click on RETAIN to keep the contract on file at NDE or REMOVE if you will be uploading a new contract/amendment. You will need to do this to each contract/amendment listed.

DISTRICT'S FILE NAME	UPLOAD DATE	TYPE OF CONTRACT		3
EXAMPLEVILLE Primary.pdf	04/10/2014	CONTRACT	REMOVE	RETAIN
EXAMPLEVILLE Amendment1.pdf	04/10/2014	AMENDMENT	REMOVE	RETAIN
EXAMPLEVILLE Amendment2.pdf	04/10/2014	AMENDMENT	REMOVE	RETAIN

After all selections have been made, the contract/amendments retained will display on the page, along with the upload button allowing the user to upload additional amendment(s) or make further changes.

If contact information for the returning Superintendent/Administrator (name or email) needs to be updated... Click the **UPDATE** button.

Submit Superintendent/ESU Administrator Contract for the 2018-2019 School Year

If you would like to submit a contract for a different school year, select the school year in the dropdown: --Select--

If the Superintendent/ESU Administrator listed below is not accurate, click on the "UPDATE" button to make changes. The name listed below should be the contract on file with NDE.

Superintendent/ESU Administrator Name:	SUE MARTIN
E-Mail Address:	
UPDATE	

Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

Once changes are made, click the **SAVE** button.

Submit Superintendent/ESU Administrator Contract for the 2018-2019 School Year

If you would like to submit a contract for a different school year, select the school year in the dropdown: --Select--

Update the Superintendent/ESU Administrator information and click on "SAVE"

Superintendent/ESU Administrator Name:	SUE MARTIN
E-Mail Address:	sue.martin@nebraska.gov X
SAVE	

Note: If there is currently more than one Superintendent/ESU Administrator, report the contract of the Superintendent/ESU Administrator remaining through the end of the year. If both Superintendents/ESU

Administrators will remain throughout the year, contact the NDE Helpdesk for further instructions (ADVISERHelp@Nebraskacloud.org or 1-888-285-0556).

New & Replacement Superintendent/Administrators

Upon entry into the system it will ask whether the Superintendent/Administrator listed is the same as the previous school year.

NDE Form #10-006

SUPERINTENDENT/ESU ADMINISTRATOR TRANSPARENCY PAY ACT

[Click for information on audit and finance requirements for School Districts](#)

[Click for information on audit and finance requirements for ESU's](#)

Submit Superintendent/ESU Administrator Contract for the 2015-2016 School Year

If you would like to submit a contract for a different school year, select the school year in the dropdown: --Select--

If the Superintendent/ESU Administrator listed below is not accurate, click on the "UPDATE" button to make changes. The name listed below should be the contract on file with NDE.

Superintendent/ESU Administrator Name:	SUE MARTIN
E-Mail Address:	SUE.MARTIN@NEBRASKA.GOV

Is the superintendent/ESU administrator listed above the same as the 2014-2015 School Year?


Yes

No

Select **No**.

Message from webpage ×

Verify the correct selection was made.

 Are you sure you made the correct selection?

A message appears stating "There is currently no contract or amendment(s) uploaded for this District/ESU".

Submit Superintendent/ESU Administrator Contract for the 2015-2016 School Year

If you would like to submit a contract for a different school year, select the school year in the dropdown: --Select--

If the Superintendent/ESU Administrator listed below is not accurate, click on the "UPDATE" button to make changes. The name listed below should be the contract on file with NDE.

Superintendent/ESU Administrator Name:	SUE MARTIN
E-Mail Address:	SUE.MARTIN@NEBRASKA.GOV
<input type="button" value="UPDATE"/>	

Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

There is currently no contract or amendment(s) uploaded for this District/ESU.

User now needs to upload a contract.

Contract/Amendment Upload or Update

There should be one contract uploaded for each district. There can be several amendments to the contract though. All files uploaded need to be in the .pdf format.

Note: Maximum document upload size is 4MB. Please make sure the pdf file(s) is no larger than 4MB or user will encounter an error. If there is difficulty getting the pdf document under 4MB, contact the helpdesk for assistance. Only upload a contract or amendment approved by the District School Board or ESU Board.

Check whether the contract being uploaded is a contract or an amendment to a contract.

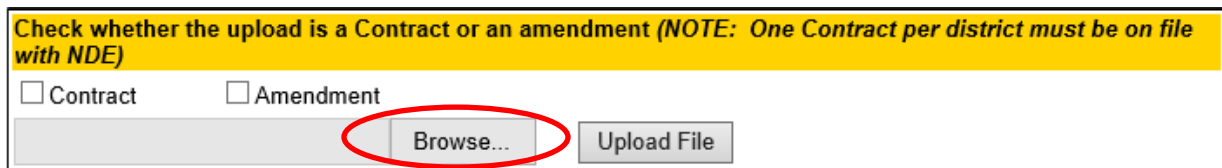


Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

Browse... Upload File

Click on **Browse** to find the appropriate file in the local system.



Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

Browse... Upload File

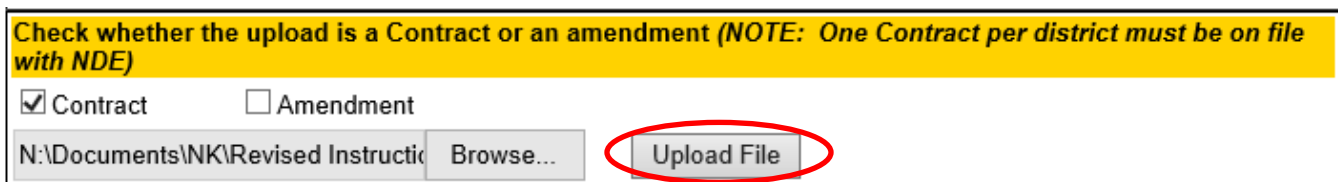
Click **Open** once file is selected.



File name: Sample Contract All Files (*.*)

Open Cancel

Click the **Upload File** button.



Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

N:\Documents\NK\Revised Instructio Browse... Upload File

Note: Superintendents/ESU administrators with two or more year contracts will need to submit/upload the contract every year.

If there was already a contract uploaded, a message will appear, stating a contract is already on file.

Check whether the upload is a Contract or an amendment (NOTE: One Contract per district must be on file with NDE)

Contract Amendment

Browse... Upload File

Submission Error (must fix before submission):

There is already a contract on file at NDE. Add as an amendment or remove the current contract in the grid below and upload a new contract.

DISTRICT'S FILE NAME	UPLOAD DATE	TYPE OF CONTRACT	
Sample Contract.pdf	05/11/2018	CONTRACT	Remove

To replace the existing contract with a different one, user will need to remove the current contract before a new one can be uploaded. To do this, selecting the **Remove** button.

DISTRICT'S FILE NAME	UPLOAD DATE	TYPE OF CONTRACT	
EXAMPLEVILLE Primary.pdf	04/17/2014	CONTRACT	Remove
EXAMPLEVILLE Amendment1.pdf	04/17/2014	AMENDMENT	Remove
EXAMPLEVILLE Amendment2.pdf	04/17/2014	AMENDMENT	Remove

A message will indicate there is no contract on file.

There is currently no contract or amendment(s) uploaded for this District/ESU.

The record that you removed was a contract. You will need to upload another contract for the Superintendent or ESU Administrator at this District before you can submit/approve.

Note: When the Remove button next to a contract or an amendment is selected, it will remove the contract from the grid on the page and also remove it from the public website (<http://stpa.education.ne.gov>). The contract uploaded will display publicly after August 1st. If contracts or amendments are uploaded/removed after August 1st, information will be updated on the public website every 10 to 15 days.

If amendments are created during the school year, please add them through the same upload process. **DO NOT REMOVE THE CONTRACT** unless uploading another one.

Note: Each time a new contract or amendment is removed/added, user will need to go through the submission process.

Submission

Once Superintendent/Administrator contact information and contract/amendment updating has been completed for the contract year, submission is necessary.

In order to complete the submission, the CDC Approver user type, must read and check the Assurances.

By submitting the attachments, I am certifying the representation of the most current and accurate contract and amendment agreement in place. I further understand the Nebraska Department of Education will display the contract on the NDE website and will not be held liable for any errors presented online that do not represent the accurate agreement. Further, the requirement of August 1 is set forth in state statute.

This collection is currently not approved/submitted.

SUBMIT AND APPROVE

Then click the **SUBMIT AND APPROVE** button.

By submitting the attachments, I am certifying the representation of the most current and accurate contract and amendment agreement in place. I further understand the Nebraska Department of Education will display the contract on the NDE website and will not be held liable for any errors presented online that do not represent the accurate agreement. Further, the requirement of August 1 is set forth in state statute.

This collection is currently not approved/submitted.

SUBMIT AND APPROVE

This confirms the district has submitted the contract and completes the requirements of this reporting system for the indicated school year.

This collection is currently approved/submitted.

SUBMIT AND APPROVE

NOTE: Only the Approve user type will see the assurance and the SUBMIT AND APPROVE button. If another user type is uploading these files, they will need to notify the Approver to complete the submission.

Note: If the district has a Superintendent/ESU Administrator change during the school year, log back into the CDC and Superintendent/ESU Administrator Transparency Pay Act collection and update the new Superintendent/ESU Administrator name and e-mail address. Remove any old information including contracts and/or amendments, then upload a new contract for the new Superintendent/ESU Administrator.

Additional Requirements

For school districts and educational service units, a separate identification and description of all current and future costs to the school district or educational service unit which are reasonably anticipated as a result of any contract, and any adopted amendments thereto, for superintendent services to be rendered to such school district or administrator services to be rendered to such educational service unit, shall be included in the budget statement and reported to the Auditor of Public Accounts (APA) per Neb. Rev. Stat. Sec. 13-504(g). Further guidance on this process can be obtained by contacting the APA directly.