



**Nebraska Department of Education**  
**Data Services**  
**301 Centennial Mall South, PO Box 94987**  
**Lincoln, NE 68509 -4987**  
**NDE Helpdesk (402) 471-3151 or 1-888-285-0556**

## **SUPERINTENDENT/ESU ADMINISTRATOR TRANSPARENCY PAY ACT**

These directions were last updated: May 30, 2014

### **SCOPE**

As a result of the enactment of LB 470 by the Legislature, Neb. 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 1<sup>st</sup> 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.

### **DUE DATE**

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

### **DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION**

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

The Consolidated Data Collection (CDC) is a system designed to collect data for Federal and State reporting that is not collected through the Nebraska Student and Staff Record System (NSSRS). CDC is a data collection available on the NDE Portal. The NDE Portal is available via a link on the NDE homepage: [www.nde.state.ne.us](http://www.nde.state.ne.us) or by directly accessing the link: <http://portal.nde.state.ne.us>

### **Find the Collection:**

- 1) Log in to the portal > Click on the tab for "Data Collections"**
- 2) Choose "Consolidated Data Collection (CDC)"**
- 3) From the "Open Collections" list, choose "Superintendent/ESU Administrator Transparency Pay Act"\***

\*Appropriate user types for this collection are “Staff user”, “All user” 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.

NOTE: 2014-2015 is the first school year that NDE is required to collect this data.

### Superintendent/ESU Administrator Information

Upon entry into the system, the most current superintendent/ESU administrator’s name that NDE has on file will display. User should enter the name of the superintendent/ESU administrator whose contract will be uploaded, if different than displayed. If there is currently more than one superintendent/ESU administrator, report the contract of the superintendent/ESU administrator that will remain through the end of the year. If both superintendents/ESU administrators will remain throughout the year, contact the NDE Helpdesk for further instructions [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov), 1-888-285-0556.

Superintendent/ESU administrator name and e-mail address can be updated by clicking on the “UPDATE” button, make any changes, then click on the “SAVE” button. Make sure that the superintendent/ESU Administrator’s e-mail address is current:

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"/>	

If the district has a superintendent/ESU administrator change during the school year, log back into this system and update with new superintendent/ESU administrator, along with new e-mail address. Remove any old contracts and upload a new contract for this superintendent/ESU administrator.

### Uploading Files

There should be one contract uploaded for each district. There can be several amendments to the contract. All files uploaded need to be in the .pdf format. **MAXIMUM UPLOAD SIZE IS 4MB. Please make sure your pdf file(s) is no larger than 4MB or you will encounter an error.** If you are having difficulty getting your pdf document under 4MB, you can contact the helpdesk for assistance. NOTE: Only upload a contract or amendment approved by the District School Board or ESU Board.

- 1) Check whether the contract being uploaded is a contract or an amendment to a contract.
- 2) Click on “Browse” and file the file on your local system that will be uploaded, then click “Open”.
- 3) Click on 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

Browse...    Upload File

Superintendents/ESU administrators with two or more year contracts would upload the contract each year (see Instructions for Subsequent Years).

If there was already a contract uploaded, you will get a message stating that one is on file. If you would like to replace this contract with another, you will need to “Remove” the current contract before a new one can be uploaded.

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

When you click on the “Remove” button next to a contract or an amendment, it will remove the contract from the grid on the page and also remove it from the **public website**.

DISTRICT'S FILE NAME	UPLOAD DATE	TYPE OF CONTRACT	
<a href="#">EXAMPLEVILLE Primary.pdf</a>	04/17/2014	CONTRACT	<input type="button" value="Remove"/>
<a href="#">EXAMPLEVILLE Amendment1.pdf</a>	04/17/2014	AMENDMENT	<input type="button" value="Remove"/>
<a href="#">EXAMPLEVILLE Amendment2.pdf</a>	04/17/2014	AMENDMENT	<input type="button" value="Remove"/>

Please Note: All contracts that are uploaded through this website will display on a public facing website through the NDE Home Page. These contracts will display publicly after August 1<sup>st</sup>. If there are contracts or amendments uploaded after August 1<sup>st</sup>, they will be updated on the public website every 10 to 15 days.

Each time you remove or add a new contract or amendment, user will need to go through the submission process.

**Instructions for Subsequent Years**

For the second and subsequent years of this collection, the district will be able to retain or remove contracts/amendments from the prior year without having to re-upload. This can be used when Superintendent or ESU Administrator contracts are in effect for more than one year. Upon entry into the system for the subsequent school year, the system will ask whether the superintendent indicated is the same as the previous school year:

## 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
<p>Is the superintendent/ESU administrator listed above the same as the 2014-2015 School Year?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

If the superintendent is the same that is listed, click on the "Yes" radio button. Verify that you made the correct selection. Once you verify the selection, a list of the contract/amendment(s) that were uploaded the previous year will display. Clicking on the District File Name will pop open a new window with a view of the contract/amendment that was submitted. For each contract/amendment listed, you will need to click on the "RETAIN" button to copy the contract/amendment to the new school year, or if it is no longer in effect, click on 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		
<a href="#">EXAMPLEVILLE Primary.pdf</a>	04/10/2014	CONTRACT	REMOVE	RETAIN
<a href="#">EXAMPLEVILLE Amendment1.pdf</a>	04/10/2014	AMENDMENT	REMOVE	RETAIN
<a href="#">EXAMPLEVILLE Amendment2.pdf</a>	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 to allow you to upload additional amendment(s) or make further changes.

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[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
<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

DISTRICT'S FILE NAME	UPLOAD DATE	TYPE OF CONTRACT	
<a href="#">EXAMPLEVILLE Primary.pdf</a>	04/10/2014	CONTRACT	<input type="button" value="Remove"/>

If you choose "No" in the radio button, no contract/amendments(s) will display and you will see a message that states "There is currently no contract or amendment(s) uploaded for this District/ESU". You should then update the superintendent/ESU administrator information and upload the appropriate contract and any amendments:

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.

Once updating has been completed for the contract year, follow the submission process below.

**Submission**

In order to complete the submission, the Portal Administrator (Approver user), will need to read and check the Assurances, then click on the SUBMIT AND APPROVE button. This confirms that the district has submitted the required contract and completes the requirements of this reporting system for the indicated school year. NOTE: Only the Portal Administrator will see the assurance and the SUBMIT AND APPROVE button. If another user type is uploading these files, they will need to notify the Portal Administrator to complete the submission.

Each time a contract is removed or an amendment is added, the submission process will need to be completed.

**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.