

Agenda

1. Call to Order
 - 1.1. Recognition of Public Notice of Open Meeting
 - 1.2. Recognition of Posted Notice of the Open Meetings Law
2. Roll Call
 - 2.1. Americanism Quote:

"Of all the dispositions and habits which lead to political prosperity, Religion and Morality are indispensable supports." George Washington 1796
3. Minutes of the Previous Regular Meetings
4. Bills As Presented By the Superintendent
 - 4.1. Board needs to consider paying the credit card as presented.
5. Financial Report
6. Communications from the Public
7. New Business
 - 7.1. Superintendent Vacation and Sick Leave Report

 - 7.2. Board needs to discuss the opening plan for school and take public comment. We highly encourage: civil rights organizations (including disability rights organizations); and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students • ESSER III
 - 7.3. Board needs to discuss new Health standards proposed by Nebraska Department of Education.
 - 7.4. Board needs to consider adopting the following policies: 3003, 3003.1 Bidding of construction projects, 3004.1 Fiscal Management for federal funding, 3042 Construction Mgmt, 3043 Design build contracts, 5063 Audio and Video recordings, 6036 Reading Instruction and Intervention Services.
 - 7.5. Board needs to consider adopting Policy 3001 Budget and Property Tax Request.
 - 7.6. Board needs to consider approving Policy 3058 Naming School Facilities and Property.
 - 7.7. Board needs to consider approving the use of a room at the old Heritage building to Mandy Anderson for a preschool.
 - 7.8. Board needs to consider approving the option report as presented.
 - 7.9. Board needs to open and award the sealed bid winners for the excess weight equipment.
 - 7.10. Board needs to consider accepting the bid from Rasmussen's for the Gym air conditioning, the school has followed the Bacon Davis procedures for bidding.

7.11. Board needs to consider accepting the bid from Advanced Climate Control for \$21,500 for air conditioning in the woods and metal shop area. \$21,500

7.12. Superintendent's Report

8. Adjournment

Regular Meeting of the St. Paul Board of Education

The St. Paul School Board met in regular session on June 9, 2021 at 7:00 PM. The following board members were in attendance: Shelly Hueftle, Jason Meinecke, Janelle Morgan, Marty Mrkvicka, Philip Thede.

President Mrkvicka noted that notice of the meeting was properly published in the Phonograph Herald and/or in 3 public places, per policy.

President Mrkvicka noted that the Open Meetings Law is posted on the wall of the meeting room.

Motion to excuse Dan Scheer passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Thede: Yea
Yea: 5, Nay: 0

President Mrkvicka read the Americanism quote. “The greatest tyrannies are always perpetrated in the name of the noblest causes” – Thomas Paine

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting. None were made, and the minutes were declared approved.

Member Dan Scheer arrived at 7:07pm.

The motion to approve the bills as presented by Superintendent Poppert passed with a motion by Janelle Morgan and a second by Philip Thede.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

Motion to approve the credit card bill as presented passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

Motion to approve payment from the Depreciation fund for \$3,313.75 to Rasmussen's for a new motherboard for the Daykin chiller, (HS) passed with a motion by Marty Mrkvicka and a second by Shelly Hueftle.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

Motion to pay BVH for their continued work with the Board on the potential building project, passed with a motion by Philip Thede and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

The Superintendent presented the Financial Report.

Public Communication: Trenton Tophoj.

Motion accepting the resignation of Mr. Shawn Koehn Fairbanks passed with a motion by Shelly Hueftle and a second by Dan Scheer.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

Motion to offer a contract to Mr. Robert Wegner passed with a motion by Shelly Hueftle and a second by Philip Thede.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0 When questioned by Scheer, Supt. Poppert stated that this position was advertised for two weeks. The negotiated agreement with the SPEA allows for additional compensation for certified staff of up to 5 years of experience. The Superintendent is allowed to compensate for additional years of experience, with SPEA notification. Hueftle asked if the SPEA had approved this, and Supt. Poppert stated that it had. Mr. Wegner was offered the position, with a salary based on 7 years of experience, which is less than the applicant's total years of experience.

Motion to consider closing the public weight room to remodel it and use it as a junior high locker room, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

Superintendent Poppert reported that minimal cost will be involved and will make more room for students and visiting teams.

Motion to declare weight room equipment as excess and to sell it using sealed bids passed with a motion by Marty Mrkvicka and a second by Philip Thede.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

Principals Report: Mrs. Hagen will share all testing data when NSCAS scores are in. Mr. Peters reported the following State Track Awards: Olivia Poppert 8th in discus, Rylan Birkby 5th in 300 meter hurdles, 4x4 Boys relay 4th (John Placke, Conner Wells, Jacob Wells, Rylan Birkby), Jacob Wells 8th in 800 meter run, Conner Wells 1st in 400 meter run and 1st in 800 meter run, and the ALL GOLD MEDAL FOR FASTEST TIME OF THE STATE MEET IN ALL CLASSES (400 METER RUN).

The Superintendent's Report included review of the Board goals. Many discussions over the new building project and community involvement plans have been held. The curriculum for junior high reading has been updated to allow students to test out of 8th-grade reading and take high school electives. Communication for parents and students has been streamlined with our current student information system. Educating parents on the information available in Infinite Campus will be an ongoing task. One retiring staff position will be absorbed for the upcoming year. Job descriptions are being updated on an on-going basis. The Board has hired a search firm to aid in hiring a new superintendent. Policy updates were released today with webinars to follow to update the handbook.

Meeting adjourned at 7:49 pm.

Shelly Hueftle

Secretary

Invoice Listing - Summary

Posted - All; Batch Description 2 Records Selected; Processing Month 07/2021

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
ALPHAREHAB	Alpha Rehabilitation, PC	3206	OT/Speech Services	05/31/2021	07/13/2021	1	57159		276.49
ALPHAREHAB	Alpha Rehabilitation, PC	3230	OT/Speech Services	06/30/2021	07/13/2021	1	57159		508.10
AMERBAND	American Band Accessories, LLC	41298	Band Supplies	05/26/2021	07/13/2021	1	57160		405.85
BCNTELEC	BCN TELECOM	23138615-0001	Telecommunications	07/01/2021	07/13/2021	1	57211		59.80
BLACKHILLS	Black Hills Energy	06302021-0001	Natural Gas	06/30/2021	07/13/2021	1	57212		565.22
BLICKART	BLICK ART MATERIALS	6480182	Art Supplies	06/01/2021	07/13/2021	1	57161		55.60
BLICKART	BLICK ART MATERIALS	6493355	Art Supplies	06/02/2021	07/13/2021	1	57161		20.25
BOMGAARS	BOMGAARS	06162021-0001	Maint/Ag/Classroom Supplies	06/16/2021	07/13/2021	1	57213		1,002.86
BOYSTOWN	Boys Town	NIA0001841-0001	Tuition	07/30/2021	07/13/2021	1	57214		4,350.00
BRENLAWN	BRENNAN'S LAWN CARE INC.	06122021	Grounds Maint.	06/12/2021	07/13/2021	1	57162		1,565.00
TROX	CDI Dallas LLC	291721	Technology Supplies	06/03/2021	07/13/2021	1	57163		25.50
CENTNEBRRE	Central Nebraska Rehabilitation Services	05052021-0002	OT/PT Services	07/05/2021	07/13/2021	1	57215		2,713.31
CULLIGAN	Central Nebraska Water Conditioning Inc	06302021	Office Supplies	07/06/2021	07/13/2021	1	57164		13.00
CENTLINK	CENTURY LINK	06102021-0001	Phone Service 308-754-6006	06/10/2021	07/13/2021	1	57216		126.82
CENTLINK	CENTURY LINK	06102021a-0001	Phone Bill - 308-754-4433	07/21/2021	07/13/2021	1	57216		259.18
CITYLIBM	CITY OF ST PAUL LIBRARY MAINT	1022	2021 Annual Maint. Bill	06/02/2021	07/13/2021	1	57165		2,500.00
CITYOFST	CITY OF ST. PAUL	06302021-0001	Electric, Water, Sewer	06/30/2021	07/13/2021	1	57217		10,996.58
COMPHARDW	Computer Hardware	H31891	Chromecast Devices	06/09/2021	07/13/2021	1	57166		749.75
CRESCENT	CRESCENT ELECTRIC SUPPLY	S509145930.001	Maint. Supplies	05/27/2021	07/13/2021	1	57167		164.52
CRESCENT	CRESCENT ELECTRIC SUPPLY	S509202379.001	Maint. Supplies	06/10/2021	07/13/2021	1	57167		164.52
DASSTACC	DAS State Accounting-Central Finance OCIO	757352-0002	Educational Services	07/10/2021	07/13/2021	1	57218		232.49
DECKEQUI	DECKER INC.	386748A	Maint. Supplies	06/11/2021	07/13/2021	1	57168		58.95
DEMCO	DEMCO	6968830	Office Supplies	06/22/2021	07/13/2021	1	57169		283.28
EAKES	EAKES OFFICE SOLUTIONS	8271834-0	Classroom Supplies	06/17/2021	07/13/2021	1	57170		29.68
ESU10	EDUCATIONAL SERVICE UNIT	05012021-0003	Audiology/Vision/SPED Inservice	07/01/2021	07/13/2021	1	57219		3,642.97
EGAN	EGAN SUPPLY CO.	338942	Maint. Supplies	07/08/2021	07/13/2021	1	57171		74.51
PHONOGRAPH	Happ, Michael	06302021	Meeting/Bid Notices	06/30/2021	07/13/2021	1	57172		303.72
HEARTDISPO	Heartland Disposal	67811-0001	Trash Disposal Compactor Pull Fee	06/17/2021	07/13/2021	1	57220		241.55
HEARTDISPO	Heartland Disposal	99469-0001	Monthly Service Fee	07/25/2021	07/13/2021	1	57220		272.00
HIRERIGH	HIRERIGHT, LLC	P1048725	Background Screening Services	06/30/2021	07/13/2021	1	57173		94.20
HOMEDEPO	Home Depot Pro, The	611691015	Maint. Supplies	07/07/2021	07/13/2021	1	57174		16.20
HOMEDEPO	Home Depot Pro, The	613786284	Maint. Supplies	07/07/2021	07/13/2021	1	57174		56.20
HOMEDEPO	Home Depot Pro, The	622289585	Maint. Supplies	06/10/2021	07/13/2021	1	57174		198.54
HOMEDEPO	Home Depot Pro, The	624747663	Maint. Supplies	06/23/2021	07/13/2021	1	57174		48.82
HOMEDEPO	Home Depot Pro, The	624747671	Maint. Supplies	06/23/2021	07/13/2021	1	57174		55.44
HOMEDEPO	Home Depot Pro, The	625832050	Maint. Supplies	07/07/2021	07/13/2021	1	57174		84.22

Invoice Listing - Summary

Posted - All; Batch Description 2 Records Selected; Processing Month 07/2021

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
HOMEMARK	HOMETOWN MARKET	06032021	FCS/Maker Fair/SPED	06/25/2021	07/13/2021	1	57175		673.63
HOUGMIFF	HOUGHTON MIFFLIN CO.	955246081	6th Grade Reading Curriculum	07/06/2021	07/13/2021	1	57176		5,940.00
HOUGMIFF	HOUGHTON MIFFLIN CO.	955249061	6th Grade Reading Curriculum	07/06/2021	07/13/2021	1	57176		6,581.58
HOWARDCOME	HOWARD COUNTY MEDICAL CENTER	HBAD382562	Driver Screening	06/02/2021	07/13/2021	1	57177		31.00
HOWARDCOME	HOWARD COUNTY MEDICAL CENTER	HBAD398616	Driver Screening	06/08/2021	07/13/2021	1	57177		31.00
HOWARDCOME	HOWARD COUNTY MEDICAL CENTER	HBAD398742	Driver Screening	06/08/2021	07/13/2021	1	57177		31.00
JWPEPPER	JW PEPPER & SON, INC.	363426732	Music Supplies	06/04/2021	07/13/2021	1	57178		55.00
KSBSCHOLAW	KSB School Law	10150	Legal Services	06/01/2021	07/13/2021	1	57179		1,426.00
LOUPCENTR	LOUP CENTRAL LANDFILL	06302021	Landfill Services	06/30/2021	07/13/2021	1	57180		24.19
MCGRHILL	MCGRAW-HILL EDUCATION, INC	11785402201	Science Curriculum	06/08/2021	07/13/2021	1	57181		4,849.82
MCGRHILL	MCGRAW-HILL EDUCATION, INC	117867119001	Language Arts Curriculum - Training PD	06/01/2021	07/13/2021	1	57181		2,500.00
MCGRHILL	MCGRAW-HILL EDUCATION, INC	117871765001	Language Arts Curriculum	06/10/2021	07/13/2021	1	57181		5,221.03
MCGRHILL	MCGRAW-HILL EDUCATION, INC	117890482001	Reading Mastery Materials	06/10/2021	07/13/2021	1	57181		2,853.69
MCGRHILL	MCGRAW-HILL EDUCATION, INC	117965207001	Language Arts Curriculum	06/21/2021	07/13/2021	1	57181		6,405.54
MCGRHILL	MCGRAW-HILL EDUCATION, INC	117968919001	Language Arts Curriculum	06/21/2021	07/13/2021	1	57181		6,528.72
MCGRHILL	MCGRAW-HILL EDUCATION, INC	118001755001	Language Arts Curriculum	06/23/2021	07/13/2021	1	57181		5,349.47
MCGRHILL	MCGRAW-HILL EDUCATION, INC	118050074001	Language Arts Curriculum	07/08/2021	07/13/2021	1	57181		4,529.18
MENARDS	MENARDS	22563	Maint. Supplies	06/15/2021	07/13/2021	1	57182		274.08
MIDAMRESCH	Mid-American Research Chemical	0734200-IN	Maint. Supplies	06/11/2021	07/13/2021	1	57183		292.33
MIDAMRESCH	Mid-American Research Chemical	0735330-IN	Maint. Supplies	06/24/2021	07/13/2021	1	57183		151.85
MIDAMRESCH	Mid-American Research Chemical	0735446-IN	Maint. Supplies	06/16/2021	07/13/2021	1	57183		167.74
MIDWESTA	Midwest Alarm Services	351009	Fire Alarm Inspection	05/26/2021	07/13/2021	1	57184		65.00
NASCO	NASCO	84877	Art Supplies	06/11/2021	07/13/2021	1	57185		97.58
NASCO	NASCO	98555	Art Supplies	07/06/2021	07/13/2021	1	57185		14.83
NCSA	NE COUNCIL OF SCHOOL ADM.	67424	NCE Conf. Registration	06/22/2021	07/13/2021	1	57186		300.00
NEBRCENT	NEBRASKA/CENTRAL EQUIPMENT, INC.	0163971-IN	Bus Exhaust Parts	06/28/2021	07/13/2021	1	57187		99.86
NMCGROUP	NMC Group Inc.	CUI943510	Bus Sensor/Seal	07/06/2021	07/13/2021	1	57188		7.34
KAMI	Notable, Inc.	212212	Kami Teacher Subscription	06/02/2021	07/13/2021	1	57189		990.00
NOVEIDEA	NOVEL IDEAS, INC.	4294	Novels - Student and Teacher Materials	06/09/2021	07/13/2021	1	57190		1,004.30
OFFICENET	OFFICENET	IN78490-0002	Tech Hallway/Super Office - SPED Use	07/24/2021	07/13/2021	1	57221		221.68
OFFICENET	OFFICENET	IN80250ELE-0001	Elementary Copier - 5055/5503	07/26/2021	07/13/2021	1	57221		344.13
OFFICENET	OFFICENET	IN80250HS-0001	HS Workroom Copies	07/26/2021	07/13/2021	1	57221		213.27
OFFICENET	OFFICENET	IN80250Ter-0001	Terri T Office Copier	07/28/2021	07/13/2021	1	57221		219.64
PARTSBIN	PARTS BIN, INC., THE	06302021-0001	Transportation/Annual Filter Supply Sale	06/30/2021	07/13/2021	1	57222		181.26
PEARCLINIC	Pearson Clinical Assessment	14479650	School Psych Subscription	06/04/2021	07/13/2021	1	57191		120.00
PEARCLINIC	Pearson Clinical Assessment	14507178	School Psych Assessment Materials	06/22/2021	07/13/2021	1	57191		677.05

Invoice Listing - Summary

Posted - All; Batch Description 2 Records Selected; Processing Month 07/2021

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
PEARCLINIC	Pearson Clinical Assessment	14530035	School Psych Assessment Materials	06/22/2021	07/13/2021	1	57191		105.00
PIONDOOR	Pioneer Door, Inc.	44960	Bus Barn Door Repair	06/30/2021	07/13/2021	1	57192		257.00
PRESTOX	PRESTO-X COMPANY	2905576-0001	Pest Maint. Service	07/24/2021	07/13/2021	1	57223		105.00
PRESTOX	PRESTO-X COMPANY	2910329-0001	Pest Control Service- Preschool	07/24/2021	07/13/2021	1	57223		37.00
PROED	PRO-ED	2889437	Secondary Curriculum	06/22/2021	07/13/2021	1	57193		117.70
PYRAMIDSCH	Pyramid School Products	S1427023.001	Classroom Supplies	06/02/2021	07/13/2021	1	57194		466.90
PYRAMIDSCH	Pyramid School Products	S1427023.002	Art Supplies	06/21/2021	07/13/2021	1	57194		14.95
REAMS	REAMS SPRINKLER SUPPLY, CO	0004710319-001	Sprinkler Parts	06/15/2021	07/13/2021	1	57195		78.31
NEPETERBIL	Riverside Truck Center Inc	238853	Bus Repair	06/21/2021	07/13/2021	1	57196		187.15
ROCKWOOD	ROCKLER WOODWORKING & TOOLS	8209713	Ag Supplies	02/26/2021	07/13/2021	1	57197		92.98
SESMITH	S.E. SMITH & SONS	06252021	Maint. Supplies	06/25/2021	07/13/2021	1	57198		282.40
SCHOSPEC	SCHOOL SPECIALTY LLC.	208127548950	Elementary Supplies	06/03/2021	07/13/2021	1	57199		7.40
SCHOSPEC	SCHOOL SPECIALTY LLC.	208127685305	Elementary Supplies	06/29/2021	07/13/2021	1	57199		27.30
SCHOSPEC	SCHOOL SPECIALTY LLC.	3081037677827	Science Supplies	07/06/2021	07/13/2021	1	57199		468.32
SCHOSPEC	SCHOOL SPECIALTY LLC.	308103777594	Whiteboard and Supplies	06/30/2021	07/13/2021	1	57199		1,004.13
SOFTUNLI	SOFTWARE UNLIMITED	20210531-130	Annual Service and Software Fee	06/27/2021	07/13/2021	1	57200		6,745.00
STPAULPU	ST. PAUL DIST REIMBURSE ACCT	06302021-0001	Transportation Supplies/Staff Supplies	06/30/2021	07/13/2021	1	57224		802.50
STAPLES	Staples Business Advantage	3478910826	Supplies	06/04/2021	07/13/2021	1	57201		6.80
STEVEWEIS	Steve Weiss Music	INV1063001.1	Music Supplies	05/30/2021	07/13/2021	1	57202		92.90
STUDWEEK	STUDIES WEEKLY	394073	Elementary S. Studies Curriculum	06/15/2021	07/13/2021	1	57203		2,066.60
TOHAASTI	T O HAAS TIRE CO	33-45686	Bus 17 Replacement Tires	06/08/2021	07/13/2021	1	57204		759.26
TEACDIRE	TEACHER DIRECT	INV/2021/12159	Elementary Supplies	06/22/2021	07/13/2021	1	57205		208.34
TEACDIRE	TEACHER DIRECT	INV/2021/12686	Elementary Supplies	06/22/2021	07/13/2021	1	57205		178.10
TEACDIRE	TEACHER DIRECT	INV/2021/14187	Elementary Supplies	07/06/2021	07/13/2021	1	57205		238.68
TEACSTRA	TEACHING STRATEGIES LLC	INV123445	Assessment Portfolios	06/12/2021	07/13/2021	1	57206		59.75
TRUCCENTOM	Truck Center Companies	XA105002328:01	Bus Parts	06/28/2021	07/13/2021	1	57207		78.28
USBANKCC	U.S. BANK	06252021-0001	Classroom/Software/Tech Supplies	06/25/2021	07/13/2021	1	57225		8,973.62
VOYASOPRIS	Voyager Sopris Learning	3836624	Student Workbooks	07/03/2021	07/13/2021	1	57208		659.67
WEXBANK	WEX Bank	72605340-0001	Fuel	06/30/2021	07/13/2021	1	57226		1,030.66
WIESEREDUC	Wieser Educational	95151	Curriculum for Secondary SPED	06/22/2021	07/13/2021	1	57209		175.76
YANDAS	YANDA'S MUSIC	532254	Instrument	06/23/2021	07/13/2021	1	57210		2,400.00

Report Total: 118,415.37

Reimbursements July 2021

Mari Lyn Poppert	Transportation Supplies	\$13.74
B2 Environmental	Inspection	\$700.00
Ryan Camden	Transportation Supplies	\$39.98
Ryan Camden	Transportation Supplies	\$14.78
Chas Dubbs	Staff Supplies	\$34.00

Total \$802.50

July 2021 Credit Card Report

Date	Transaction	Amount	Description
05/31	AMZN MKTP US*2R9EX8DI0	\$39.98	After School Program Supplies
05/27	AMZN MKTP US*2R8OK81B2	\$23.99	After School Program Supplies
05/27	AMZN MKTP US*2R0AL71P2	\$371.00	After School Program Supplies
05/27	AMZN MKTP US*2R6DP4U11	\$125.00	After School Program Supplies
05/28	AMZN MKTP US*2R0KM1HF0	\$624.41	Ag Classroom Supplies
05/27	AMZN MKTP US*2R9YZ9U11	\$559.91	Ag Classroom Supplies
05/26	AMZN MKTP US*2R5NO4180	\$356.00	Ag Classroom Supplies
06/22	AMAZON.COM*218NY42J1	\$371.04	Maint. Supplies
06/11	MENARDS GRAND ISLAND NE	\$171.57	Maint. Supplies
06/08	ONE SOURCE THE BACKGROUND	\$15.00	Background Screening
06/08	AMAZON.COM*2X7W43ND2	\$810.44	Reading Curriculum
06/02	AMZN MKTP US*2R4JX4IX0	\$45.99	Reading Curriculum
06/07	AMAZON.COM*2X10258N1	\$1,800.00	Maker Fair Cards
05/27	PLANK ROAD PUBLISHING IN	\$144.95	Music K-8 Subscription
06/02	AMZN MKTP US*2X4CL4E31	\$312.81	Music Classroom Supplies
06/02	AMAZON.COM*2X6WZ4AO1	\$55.92	Music Classroom Supplies
06/23	NE COUNCILOF SCHOOL ADMN	\$50.00	Elementary Principal Registration
06/23	NE COUNCILOF SCHOOL ADMN	\$260.00	Elementary Principal Registration
06/23	NE COUNCILOF SCHOOL ADMN	\$570.00	Elementary Principal Registration
06/07	ASCD	\$59.00	HS Principal Membership
06/17	VISTAPR*VISTAPRINT.COM	\$97.98	Hall Pass Order
06/16	AMZN MKTP US*2X7MN9RQ0	\$55.97	Kindergarten Classroom Supplies
06/15	AMZN MKTP US*2X4QR9DQ2	\$168.48	Kindergarten Classroom Supplies
06/14	AMZN MKTP US*215N49LY1	\$6.54	Kindergarten Classroom Supplies
06/09	AMZN MKTP US*2X3OS5JA2 AM	\$44.55	Kindergarten Classroom Supplies
06/09	AMZN MKTP US*2X2BX6T02 AM	\$356.02	Kindergarten Classroom Supplies
06/08	AMZN MKTP US*2X0E87ZY2 AM	\$15.44	Kindergarten Classroom Supplies
06/08	AMZN MKTP US*2X85G4A90 AM	\$47.94	Kindergarten Classroom Supplies
06/07	AMZN MKTP US*2X6514HQ1	\$27.88	Kindergarten Classroom Supplies
06/07	HEGGERTY LITERACY RES	\$67.99	Elementary Curriculum - Phonemic Awareness
06/07	HEGGERTY LITERACY RES	\$259.17	Elementary Curriculum - Phonemic Awareness
06/04	AMZN MKTP US*2X0050GP1	\$5.49	5th Grade Classroom Supplies
06/02	AMZN MKTP US*2R0FU8IP0	\$240.41	5th Grade Classroom Supplies
06/02	AMZN MKTP US*2R8TR22W2	\$32.32	5th Grade Classroom Supplies
06/02	AMAZON.COM*2R53B52N2 AMZN	\$23.85	5th Grade Classroom Supplies
05/31	AMZN MKTP US*2R4AB9D50	\$34.99	5th Grade Classroom Supplies
05/31	AMZN MKTP US*2R3WN8QU0	\$11.73	5th Grade Classroom Supplies
05/31	AMAZON.COM*2X4X54N71 AMZN	\$4.27	3rd Grade Classroom Supplies
05/27	AMAZON.COM*2R7D400F2 AMZN	\$9.03	3rd Grade Classroom Supplies
06/24	AMZN MKTP US*218NL0IG1	\$49.99	Science Classroom Supplies
06/24	AMZN MKTP US*212IF0H60	\$8.99	Supplies

06/24	AMZN MKTP US	-\$8.99	Supplies Returned
06/09	AMZN MKTP US*2X5662K11	\$258.84	SPED Supplies
06/09	AMZN MKTP US*2X0V832F1	\$240.54	SPED Supplies
06/18	AMZN MKTP US*2148Q5GB1	\$33.99	Tech Supplies
06/23	AMZN MKTP US*212ML1VC0 AM	\$18.50	Tech Supplies
05/28	WM SUPERCENTER #1326	\$49.41	Staff Supplies
06/07	BURGER KING #2013 Q07	\$7.29	Superintendent Conf. Meal
06/04	TST* CUNNINGHAM'S JOURNAL	\$38.00	BOE/Superintendent Conf. Meal
06/21	<u>APPLE.COM/BILL</u>	\$10.64	Music Subscription
06/01	AMZN MKTP US*2X1S68JC1	\$27.98	Athletics Expense
06/10	SQ *STRUT BOUTIQUE	\$234.33	Cheer Shirts
06/10	VARSITY SPIRIT FASHIONS	\$1,235.50	Cheer Uniforms/Shoes
05/26	UCA CAMPS & COMPETITIONS	\$834.00	Cheer Registration
06/15	CHAMPION TEAMWEAR	\$280.00	Dance Team Supplies
06/07	AMZN MKTP US*2R7IH2YB2	\$159.90	FFA Expense
06/07	AMZN MKTP US*2X4OV34F0	\$198.28	FFA Expense
05/26	WWW.KEARNEYCOUNTRYCLUB	\$29.96	Golf Expense
05/31	JUSTBATS COM	\$745.40	Softball Bats

Activity Accounts	\$3,755.99
General Fund Accounts	\$8,973.62

Grand Total	\$12,729.61
-------------	-------------

ST. PAUL PUBLIC SCHOOLS

JOHN POPPERT, SUPERINTENDENT
 Jen Hagen, Secondary Principal
 Rick Peters, Assistant Principal/AD
 Sara Paider, Elementary Principal
 Kim Schulte, Special Education Director
 1305 Howard Ave
 PO Box 325
 St. Paul, NE 68873



www.stpaulpublicschools.org
 Telephone: 308-754-4433
 Fax: 308-754-5374

BOARD OF EDUCATION

PAGE 1

July 12, 2021

FINANCIAL REPORT

<u>GENERAL FUND</u>	
BEGINNING BALANCE	\$ 3,033,852.55
RECEIPTS:	
Fee's/Donations/Other	\$ 2,716.10
State Aid	\$ 167,165.00
AFLAC Refund to Employee	\$ 790.92
Local Taxes	\$ 243,769.59
CCC Facility Fee	\$ 139.50
Heartland Grant	\$ 1,500.00
Fairbanks - Medicaid	\$ 9,900.33
Perkins/MTSS	\$ 4,696.00
SPED School Age	\$ 79,564.00
PBIS	\$ 1,000.00
Title	\$ -
Greeley County Taxes	\$ 4,776.46
Citizens Interest	\$ 1,616.28
TOTAL RECEIPTS:	\$ 517,634.18
LESS DISBURSEMENTS FOR CURRENT BOARD MEETING:	
Bills	\$ (131,459.37)
Salaries & Benefits	\$ (612,727.70)
	\$ (744,187.07)
GRAND TOTAL GENERAL FUND MONTH ENDED	\$ 2,807,299.66
<i>FUND TOTAL FROM PREVIOUS YEAR</i>	<i>\$ 2,530,860.18</i>

Current Month	
Bills	-\$118,415.37
Salary & Wages	-\$607,478.12
Local Property Taxes	\$101,252.84
	-\$624,640.65
General Fund Account Total**	\$ 2,182,659.01

General Fund Budget	\$ 9,794,992.00	
YEAR TO DATE EXPENDITURES	\$ (7,927,370.02)	-80.93%
Remaining Balance	\$ 1,867,621.98	

BUILDING MAINTENANCE FUND			
CHECKING	BEGINNING BALANCE		\$ 2,028.82
	Transfer from MMA		\$ -
	BVH		\$ -
	Misc.		\$ -
	Interest		\$ 0.02
	ACCOUNT TOTAL		<u>\$ 2,028.84</u>
MONEY MARKET	BEGINNING BALANCE	\$ 446,133.65	
	Local Taxes	\$ 4,515.95	
	Transfer to Checking	\$ -	
	Greeley County	\$ 100.50	
	Interest	\$ 60.95	
	ACCOUNT TOTAL		<u>\$ 450,811.05</u>
GRAND TOTAL BUILDING MAINTENANCE FUND			<u>\$ 452,839.89</u>

2020-2021 BUDGET	\$ -
YEAR TO DATE EXPENSES	<u>\$ (18,500.00)</u>
REMAINING BUDGET	\$ (18,500.00)
***Next months tax revenue	\$ 1,549.72
Fund Account Total**	<u>\$ 454,389.61</u>

DEPRECIATION FUND			
CHECKING	BEGINNING BALANCE		\$ 141.83
	Transfer from MMA		\$3,313.75
	Rasmussen Mechanical		-\$3,313.75
	-		\$0.00
	Interest		\$0.01
	ACCOUNT TOTAL		<u>\$141.84</u>
MONEY MARKET	BEGINNING BALANCE	\$ 80,451.18	
	Transfer to Checking	\$ (3,313.75)	
	Equipment Sold	\$ 706.00	
	Interest	\$ 3.56	
	ACCOUNT TOTAL		<u>\$ 77,846.99</u>
	GRAND TOTAL DEPRECIATION FUND		

2020-2021 BUDGET	
YEAR TO DATE EXPENSES	<u>\$ (18,066.71)</u>
REMAINING BUDGET	\$ (18,066.71)

Next Months Information	\$ -
	\$0.00
	<u>\$0.00</u>
	<u>\$0.00</u>
Fund Account Total**	<u>\$ 77,988.83</u>

EMPLOYEE BENEFIT FUND			
CHECKING	BEGINNING BALANCE		\$ 257.49
	Interest		\$ -
	ACCOUNT TOTAL		<u>\$ 257.49</u>
MONEY MARKET	BEGINNING BALANCE	\$ 16,159.86	
	Interest	\$ 0.73	
	ACCOUNT TOTAL		<u>\$ 16,160.59</u>
GRAND TOTAL EMPLOYEE BENEFIT FUND			<u>\$ 16,418.08</u>

		<u>BOND FUND</u>	
CHECKING	BEGINNING BALANCE		\$ 4,862.18
	Transfer from MMA		\$0.00
	August 15, 2021 Payment (\$230,456.50)		\$ -
	Interest		\$ 0.04
	ACCOUNT TOTAL		<u>\$ 4,862.22</u>
MONEY MARKET	BEGINNING BALANCE	\$ 366,909.38	
	Local Taxes (Howard)*	\$ 16,533.67	
	Greeley County Taxes	\$ 367.98	
	Transfer to Checking	\$ -	
	Interest	\$ 33.96	
	ACCOUNT TOTAL		<u>\$ 383,844.99</u>
GRAND TOTAL BOND FUND			<u>\$ 388,707.21</u>

2020-2021 BUDGET	
YEAR TO DATE EXPENSES	\$ (242,534.01)
REMAINING BUDGET	\$ (242,534.01)
***Next months tax revenue	\$ 5,677.31
Fund Account Total**	\$ 394,384.52

		<u>HOT LUNCH FUND</u>	
CHECKING	BEGINNING BALANCE		\$ 130,823.97
	Transfer from MMA		\$ -
	Other Receipts		\$ 439.30
	State/Federal Receipts		\$ 31,892.96
	Interest		\$ 1.22
	Less VANCO Fee		\$ (34.30)
	Insufficient Funds Returned Check		\$ -
	Less Disbursements		\$ (26,978.72)
	ACCOUNT TOTAL		<u>\$ 136,144.43</u>
MONEY MARKET	BEGINNING BALANCE	\$ 11,086.44	
	General Fund Transfer	\$ -	
	Transfer to Checking	\$ -	
	Interest	\$ 0.50	
	ACCOUNT TOTAL		<u>\$ 11,086.94</u>
GRAND TOTAL HOT LUNCH FUND			<u>\$ 147,231.37</u>

2020-2021 BUDGET	\$ 352,000.00
YEAR TO DATE EXPENSES	\$ (340,412.51)
REMAINING BUDGET	\$ 11,587.49

MONTHLY FINANCIAL REPORT

June 2021

Number			
100	GENERAL FUND		\$ 7,074.51
101	STUDENT AGENDA		\$ 1,096.48
103	WILDCAT EXPRESS		\$ 1,387.93
104	ELEMENTARY		\$ 1,644.77
105	ESU REIMBURSEMENT		\$ 3,036.03
106	INTEREST		\$ 2,274.61
113	YEARBOOK		\$ 6,334.59
213	CLASS OF 2023 (SOPHOMORES)		\$ 1,760.38
214	CLASS OF 2021 (SENIORS)		\$ 1,754.09
215	CLASS OF 2024 (FRESHMEN)		\$ 798.82
216	CLASS OF 2020		\$ -
217	CLASS OF 2022 (JUNIORS)		\$ 2,462.79
302	CHEER SQUAD		\$ 397.98
303	ROBOTICS		\$ 3,502.07
304	DANCE SQUAD		\$ 1,880.97
320	SCHOLARSHIP		\$ 24,153.92
340	VOCAL MUSIC		\$ 1,178.54
350	INSTRUMENTAL MUSIC		\$ 4.34
359	ONE ACT		\$ (642.74)
360	MUSICAL/VARIETY SHOW		\$ 4,128.68
362	ALL SCHOOL PLAY		\$ 1,098.23
370	STUDENT COUNCIL		\$ 192.26
380	SENIOR ART TRIP		\$ 432.74
381	ART CLUB		\$ 2,848.82
390	TRANSPORTATION FUND		\$ 3,119.23
500	ATHLETICS		\$ 1,953.17
501	WRESTLING - BOLLING		\$ 1,430.10
502	WEIGHT ROOM KEYS		\$ 1,817.51
503	FOOTBALL - FULLER		\$ 3,714.79
504	GIRLS BASKETBALL - PETERS		\$ 535.52
505	GIRLS GOLF - LYNCH		\$ 1,802.85
506	BOYS BASKETBALL - REINSCH		\$ (558.23)
507	VOLLEYBALL - KOEHN		\$ 1,498.49
508	SOFTBALL - VOLK		\$ 2,831.87
509	CONCESSIONS		\$ 9,558.92
510	TENNIS - SVOBODA		\$ 110.00
600	FFA		\$ 36,289.40
602	MATILDA		\$ 4,898.27
700	FCCLA		\$ 2,329.87
800	FBLA		\$ 1,248.22
801	MATH/SCIENCE CLUB		\$ 5,455.67
			\$ 146,836.46
	2019-2020 BUDGET		\$ 450,000.00
	YEAR TO DATE EXPENSES		\$ 305,349.72
	REMAINING BUDGET		\$ 144,650.28

21-22 St. Paul Public School (Proposed) Back-to-School Plan (updated 7/8/2021)

All information contained in this document is subject to change.

Communication to St. Paul Public School Families and Staff Members:

- *St. Paul Public School will start school with students in the building on August 19, 2021.*
- If a student or staff member tests positive for Covid-19, the school will collaborate with the Loup Basin Health Department to make an action plan.
- If a family member of a student or staff member tests positive for Covid -19, the school will collaborate with the Loup Basin Health Department to make an action plan.
- Exposures in each building will be handled individually, case-by-case, in collaboration with the Loup Basin Health Department.
- St. Paul Public Schools' Back-to-School Plan was developed in collaboration with Loup Basin Health Department.
- As the year progresses, all decisions will continue to be made in collaboration with Loup Basin Health Department.
- **Daily home screenings of students and staff are recommended (stay home if sick).**
 - **Symptoms** (CDC - Screening K-12 students for symptoms of COVID-19: limitations and considerations for screening students for symptoms document:
 - Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
 - Sore Throat
 - **NEW** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with fever
 - **Close Contact/Potential Exposure**
 - Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
 - Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
 - Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open
- While the provisions of this plan are intended to be generally applicable to the student body, individualized determinations regarding its application to each student's unique circumstances will be made through the appropriate procedures consistent with the requirements of State and Federal law. If you believe that your student is entitled to such an individualized determination, please reach out to a district representative on your student's Section 504 or IEP Team, or contact a District Section 504 Coordinator - Brenda Starkey at the Elementary /Mark Van Pelt at the Jr./Sr. High School or Special Education Director, Kim Schulte at the school's number: 308-754-4433.
- Currently, all middle school and high school athletics and activities are scheduled to proceed following NSAA guidelines.
- Students and staff will be instructed on proper hand washing technique, respiratory etiquette, and correct universal mask wearing.
- All school staff were given the opportunity to receive a COVID-19 vaccination in April 2021. The school district is offering another vaccination clinic to students, staff, and patrons on August 17, 2021.
- Custodial staff will be required to thoroughly disinfect each classroom and common use area, paying special attention to student tables and desks. They will also regularly provide maintenance to the HVAC systems, which include changing/cleaning filters.

<p style="background-color: #00FF00; color: black; padding: 2px;">Green</p> <p>PK-12 - <u>0-20</u> CONFIRMED POSITIVE COVID-19 CASES IN THE DISTRICT</p>	<p style="background-color: #FFFF00; color: black; padding: 2px;">Yellow</p> <p>PK-12 - <u>21-59</u> CONFIRMED POSITIVE COVID-19 CASES IN THE DISTRICT</p>	<p style="background-color: #FF0000; color: black; padding: 2px;">Red</p> <p>PK-12 - <u>60+</u> (11 percent of student/staff population) CONFIRMED POSITIVE</p>
--	--	---

		COVID-19 CASES IN THE DISTRICT
<p style="text-align: center;"><u>Current Protocols:</u></p> <ul style="list-style-type: none"> ● Masks - Will not be required for any students, staff or visitors in the green phase. However, those who choose to wear them may do so at their discretion. All masks worn must follow the district dress code. ● All classroom doors knobs will remain locked, but the door itself will remain open. ● Students and staff will use hand sanitizer <u>entering</u> classrooms. ● Spraying disinfectant on student desks' and chairs will be at the discretion of the teacher. ● Bathrooms will be sanitized consistently throughout the day. ● Student water bottles will not be required, however they will be strongly recommended to help mitigate the spread of germs. There will be drinking fountains open including the bottle filler fountains: ● If the weather is conducive and appropriate for the instruction, teachers may take students outside for class. ● Teachers will limit sharing of materials/equipment between students; however, if unavoidable, ● Materials/equipment will be cleaned/sprayed after every use. ● The band/choir room will seat up to 55 students, 6 feet apart (if teachers need the Voice Amplifier, it's in Mr. Kleinsasser's Office). 	<p style="text-align: center;"><u>Current Protocols:</u></p> <ul style="list-style-type: none"> ● Masks - Although not mandatory in this phase, the St. Paul Board of Education and Administration strongly recommends students and staff wear masks in areas or scenarios throughout the school day, especially where maintaining 6ft social distancing is not possible (ex. in the hallways before/ between/ and after class, while working on group projects in the classroom, during lunch time, etc.). All masks worn must follow the district dress code. ● Collaboration Loup Basin Health Department and the St. Paul Board of Education/Administration to determine which option below is most appropriate: <ul style="list-style-type: none"> ○ Option 1 - All day school - All staff and students will be REQUIRED to wear a mask on campus. All masks worn must follow the district dress code. ○ Option 2 - Half day school - All staff and students will be REQUIRED to wear a mask on campus. All masks worn must follow the district dress code. ● All classroom doors knobs will remain locked, but the door itself will remain open. ● Round tables/group pods of desks - if students are 3 feet apart...that will work... if not, use long tables in rows/u-shape facing front. ● Students and staff will use hand sanitizer <u>entering</u> classrooms. ● Students and staff will use hand sanitizer <u>leaving</u> classrooms. ● Limited number of students allowed into PE locker room area at one time. PE lockers will be used. ● Teachers will hand each student a towel at the end of the class period, and then the teacher will spray student desks and chairs for the students to wipe clean. ● Bathrooms will be sanitized consistently throughout the day. 	<p style="text-align: center;"><u>Current Protocols:</u></p> <ul style="list-style-type: none"> ● PK-6 - Possible shortened school day to reduce class size or e-Learning Model ● 7-12 - Possible shortened school day to reduce class size or e-Learning Model

	<ul style="list-style-type: none"> Once seating arrangements are made, students will stay in those seats until further notice. Student desks will be 3-6 ft. apart (center of desk to center of the next desk). Students need a water bottle to take with them throughout the day; there will be no drinking fountains open except the bottle filler fountains: 4 in 7-12 building, 3 in the k-6 buildings. If the weather is conducive and appropriate for the instruction, teachers may take students outside for class. Teachers will limit sharing of materials/equipment between students; however, if unavoidable, materials/equipment will be cleaned/sprayed after every use. The band/choir room will seat up to 55 students, 6 feet apart (if teachers need the Voice Amplifier, it's in Mr. Kleinsasser's Office). 	
<p style="text-align: center;"><u>Breakfast & Lunch</u></p> <ul style="list-style-type: none"> Students will wash/sanitize hands before entering the cafeteria. Students will be expected to use appropriate respiratory etiquette. Cafeteria staff will sanitize all cafeteria tables after each class is done eating. 	<p style="text-align: center;"><u>Breakfast & Lunch</u></p> <p><u>Seating K-12</u> - Multiple areas will be utilized to follow social distancing guidelines.</p> <p><u>Microwaves</u> will NOT be available for student or staff use in the cafeteria.</p> <p><u>Visitors and parents</u> are not allowed to eat lunch with students.</p>	<p style="text-align: center;"><u>Breakfast & Lunch</u></p> <ul style="list-style-type: none"> PK-6 - Possible shortened school day to reduce class size or e-Learning Model 7-12 - Possible shortened school day to reduce class size or e-Learning Model
<p style="text-align: center;"><u>Transportation:</u></p> <ul style="list-style-type: none"> Small Vehicles <ul style="list-style-type: none"> All in masks Open windows Buses <ul style="list-style-type: none"> Assigned seats everyday Sanitized when entering Sanitized when exiting Open windows 	<p style="text-align: center;"><u>Transportation:</u></p> <ul style="list-style-type: none"> Small Vehicles <ul style="list-style-type: none"> All in masks Open windows Buses <ul style="list-style-type: none"> Assigned seats everyday Sanitized when entering Sanitized when exiting Open windows All in masks 	<p style="text-align: center;"><u>Transportation:</u></p> <ul style="list-style-type: none"> PK-6 - Possible shortened school day to reduce class size or e-Learning Model 7-12 - Possible shortened school day to reduce class size or e-Learning Model

<ul style="list-style-type: none"> ○ If occupancy on the bus is over 50% capacity, and social distancing guidelines are unable to be met, masks will be required. 		
<p style="text-align: center;"><u>Grading:</u></p> <ul style="list-style-type: none"> ● All grades count toward GPAs 	<p style="text-align: center;"><u>Grading:</u></p> <ul style="list-style-type: none"> ● All grades count toward GPAs 	<p style="text-align: center;"><u>Grading:</u></p> <ul style="list-style-type: none"> ● Students in grades K-12: e-learning for the 2020-21 school year will look significantly different than the 2020 spring semester. Students will Zoom-in with their class and observe lessons from their teacher during class time. Based on lessons, students may not be on Zoom the entire class time. Students will be required to complete work independently outside scheduled class Zoom sessions, and student engagement will be the responsibility of students and their parents or guardians. There are some classes, courses and services that cannot be offered through remote learning. ● All grades count toward GPAs
<p style="text-align: center;"><u>Elementary After School Program</u></p> <ul style="list-style-type: none"> ● Will follow district procedures/expectations listed above. 	<p style="text-align: center;"><u>Elementary After School Program</u></p> <ul style="list-style-type: none"> ● Will follow district procedures/expectations listed above. 	<p style="text-align: center;"><u>Elementary After School Program</u></p> <ul style="list-style-type: none"> ● No After School Program!

Communication Methods: Please take a moment to make sure your contact information is current on Infinite Campus.

- **Direct Mail** - One way communication used by SPPS District and School Buildings to families.
- **Infinite Campus Alerts** - One way communication used by SPPS District personnel for text messaging and automated calls. Every parent/guardian is automatically included. If you change a phone number, address or email be sure to contact your school as well as update your profile on Infinite Campus.
- **Remind** - Two way communication that allows for texting and phone calls. Used by teacher and activity sponsors without exchanging phone numbers. Provides safety for you, your student and staff as all text messages are archived. You MUST OPT-IN. You do not need a smartphone; you can sign up with an email address as well. An activation code is needed. Teachers will provide this code to you using Google Classroom. Prior to your teacher contacting you please download the REMIND app. One Apple and Android devices, go to your app store and search Remind: School Communication.

- **Google Classroom** - Grades 3 -12 will use Google Classroom Student Learning System. Each teacher sets up a virtual classroom for each class section. This is optional for parents/guardians. This is where students see assignments, due dates, and general class information. You can receive regular summaries from Google about your student's work. To join, email your student teachers and ask to be invited to Classroom. This will add you to all of their classes. Be sure to include your student's name.
- **Seesaw** - Grades K-2 will use Seesaw Student Learning System. Each teacher will set up a class within this platform and communicate to you how to access your student's information. This is optional for parents/guardians. This is where you and your child will receive and complete assignments.
- **Ensuring Continuity of Services** - If e-learning is necessary in the 21-22 school year, Students in grades K-12. Students will Zoom-in with their class and observe lessons from their teacher during class time. Based on lessons, students may not be on Zoom the entire class time. Students will be required to complete work independently outside scheduled class Zoom sessions, and student engagement will be the responsibility of students and their parents or guardians. There are some classes, courses and services that cannot be offered through remote learning. Tele-health counseling will be available to students who are in need to address any social, emotional, and/or mental health needs. Students will also have access to school lunch and breakfast each school day.
- All grades count toward GPAs
- **Public Comment Requirements** - The plan was posted on the district's Facebook page and website with the following statement: Please see the following document titled, "2021-22 COVID St. Paul Public School Proposed Return-to-School Plan." The district is seeking public comment on this plan at the July 12th or August 9th, 2021 Board of Education meeting at 7:00 p.m. Input may be given during the public comment section or discussion can also occur during the agenda item titled "Return-to-School Plan."

If you have any questions, please contact Superintendent, Mr. Poppert at 308-754-4433 or by email at: john.poppert@spwildcat.org.

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately **10** days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher’s permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher’s permission;
- (3) If recording is necessary to accommodate the student’s disability and is required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student’s disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

Definitions. For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means _____ Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

Procedures. The District shall follow the procedures below in connection with any DB Contract.

- 1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**
 - A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

- (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
 - (3) The date by which persons or organizations must submit their applications; and
 - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.
- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.
- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.
- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
 - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
 - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

3. Procedures for the preparation and content of RFPs.

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
 - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
 - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
 - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - (4) A project statement which contains information about the scope and nature of the project;
 - (5) Project Performance Criteria;
 - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
 - (1) Published in a newspaper of general circulation within the District;
 - (2) Filed with the Department; and
 - (3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

5. Procedures for evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

- C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
 - (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
 - (4) The quality of performance on previous projects **(up to thirty percent)**;
 - (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
 - (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
 - (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for

proposals and taking into consideration the recommendation of the selection committee.

6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party

or by the failure of the District to award a contract to such actual or prospective bidder.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

8. Refinements and Changes. A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

9. Projects Excluded. The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3042
Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means _____ Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 2. Policies adopted by the school district pursuant to the Act;
 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 4. Any bonds and insurance required by law or as may be additionally required by the school district;
 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:

A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.

B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

(1) The financial resources of the construction manager to complete the project **(up to ten percent)**;

(2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;

(3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;

(4) The quality of performance on previous projects **(up**

to thirty percent);

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent).**

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

- construction manager and may enter into a construction management at risk contract after negotiations.
- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
 - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a

Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from

only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
- 2.** Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

- 1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2.** The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Financial Management

A. Identification.

~~In its accounts~~ The District will identifyies, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

V.VI. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final

Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~100~~109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons

supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$~~100109~~,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$~~100109~~,000 or more are subject to state

public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$~~100~~109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be ~~publically~~publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be ~~publically~~publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A.** Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B.** Contracts covered by this policy are subject to the following additional provisions.
 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. -

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in

federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses,

women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings

involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2021-2022 Option Students
July 2021

Option In

<u>NAME</u>	<u>GRADE</u>	<u>FROM</u>
Alex Kohtz	K	Loup City
Ryli Ross	K	Elba
Charlotte Kohtz	3	Loup City
Robert Ross	6	Elba
Garrett Snyder	8	Wood River
Tylee Peterson	9	GIPS
Quade Peterson	10	GIPS
Jessica Vetick	10	Fullerton
Clara Kunze	11	Palmer
Bridgette Snyder	11	Wood River

Option Out

<u>NAME</u>	<u>GRADE</u>	<u>TO</u>
Madisyn Bockman	K	Palmer
Audra Dvorak	K	Centura
Christofer Gaedeke	K	Palmer
Eva Galusha	K	Centura
Wylor Kroeger	K	Centura
Layla Thompson	K	Palmer
Paisley Weber-Fielder	K	Palmer
Kailyn Brandt	12	GIPS

Your Single Source Service Provider |



Council Bluffs/Omaha | Sioux City | Kearney | Sturgis | Lincoln | Denver

June 25, 2021

QUOTE NUMBER: Q2103080

NATE KLINGINSMITH

Rasmussen Mechanical Services
7200 Gibbon Road
Gibbon, NE 68840

JOHN POPPERT

ST PAUL PUBLIC SCHOOL
1305 HOWARD AVENUE
ST PAUL, Nebraska
68873

Proposal

Subject: Quote-Gymnasium HVAC Project

John Poppert,

Rasmussen Mechanical Services is pleased to quote the following scope of work during normal working conditions unless specified otherwise in the scope below.

Inclusions:

Gymnasium HVAC Project

2-York Air Cooled Condensing Units (102.6 Tons Capacity)

- 460 Volt 3 Phase
- 2nd-5th Compressor Warranty
- R-410A Refrigerant

2-Temtrol Custom DX Coils Stacked

4-TXV's

Copper Piping & Fittings

Insulation

Set Condenser on Ground

Electrical (Rice Electric) ✓

Controls (Controls Logic Inc.) ✓

Factory Start-Up

All Materials & Shop Supplies

All Labor

Exclusions:

Excludes Pads for Condensers. Will set condensers on asphalt.

Price

Rasmussen Mechanical Services will furnish the Equipment, Materials, Tools, Labor, Supervision and Services as outlined in the above Scope of Work for the net sum of:

One Hundred Ninety-Eight Thousand Six Hundred Fifty-Five Dollars & 00/100....\$198,655.00

Terms and Conditions

- Note: This Proposal is valid for 30 days from date of submission.
- Sales Tax is not included in price.
- Deposit Required with Contract - \$69,530
- Monthly payment request (progress billings), per progress schedule.
- Balance is due upon start-up or thirty (30) days after completion of installation or work performed (if start-up is delayed thru no fault of Seller).
- Invoices to be paid, Net 30 Days per Seller's Terms and Conditions, <https://www.rasmech.com/terms>
- Note: For your convenience, monthly payment request invoices will be submitted on or before the end of each month and will be submitted on Seller's Standard Payment Request Forms.

NOTICE: THIS PROPOSAL IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY. Given the existence of the coronavirus pandemic, Rasmussen Mechanical Services will use its best efforts to staff and supply this project to be meet the scheduled completion date. However, Rasmussen Mechanical Services reserves its right to seek an excusable extension of time if Rasmussen Mechanical Services or its subcontractors and suppliers are unable to maintain planned crew sizes due to the illness, supply shortages or governmental restraints on business, travel and/or assembly. To the extent that the project is suspended pursuant to the terms of the proposed Rasmussen Mechanical Services, we intend to seek additional costs associated with the suspension.

Rasmussen Mechanical Services is grateful for the opportunity to be of service. Thank you for considering our Proposal and we look forward to working with you. If there are any question, please contact me.

Respectfully Submitted,

Nate Klinginsmith

Rasmussen Mechanical Services

Phone: 308.234.9023 ex. 512

Mobile: +1 4026762802

Email: nate.klinginsmith@rasmech.com

Boiler Repair | Burner Services | HVAC | Industrial Air | Mechanical Construction | Temperature Controls

Confidentiality Note: This Proposal may contain confidential and/or private information. If you received this Proposal in error please delete and notify sender.

Buyer's Acceptance

Approved by Seller

Authorized Signature for: ST PAUL PUBLIC
SCHOOL



Rasmussen Mechanical Services

Date of Acceptance

QUOTE NUMBER: Q2103080

6/25/2021

Date of Acceptance



January 17, 2021

Quote No. 21CLI011

SAINT PAUL SCHOOLS

Gym Cooling

We are pleased to quote on the following equipment:

GYM Cooling System Proposal

OPTION #1

- (1) **Modify existing piping to the Daikin Air Cooled Chiller System. Piping and a new pump will be added from the current location in the shop and extend along the exterior wall on the West side of the school to the Gym AHU. New cooling coils will be added to the existing Gym AHU. This system will only be allowed to run when there pumps for the school AHU's are not required to run. The system will only provide tempered air and will help ventilate the Gym.**

This proposal includes the following:

- New ALC control modules for:
 - New dedicated GYM Loop Pump
 - 3 New stacked cooling coils in the Gym AHU
 - 4" schedule 40 steel pipe and fitting installed along the West exterior wall
 - 2" fiberglass pipe insulation with metal jacket
 - Testing & flushing of the new system
 - Propylene glycol to fill the new piping
 - Isolation control valve
 - Control interlock with the existing system

OPTION #2

- (2) **Provide & install new Air Cooled Condensing Unit on North side of the GYM & DX cooling coils in the AHU. Refrigerant Piping will be installed along the exterior wall on the North side of the Gym AHU. The system will only provide tempered air and will help ventilate & cool the Gym.**

This proposal includes the following:

- New ALC control modules for:
 - New dedicated Air Cooled Condensing Unit
 - New refrigerant piping
 - New DX cooling coils
 - Control interlock with the existing system

Locker Room Cooling System Proposal

OPTION #1

- (3) **Provide & install New Air Cooled Chiller on North side of the Gym. Modify existing piping to the Daikin Air Handling Unit Heat recovery Piping. Piping and a new pump will be added In the Mechanical Room. New cooling control valves will be added to the existing Locker Room AHU. This system will only be allowed to run when there pumps for the school AHU's are not required to run. The system will only provide cooling air and will help ventilate the Locker Rooms.**

This proposal includes the following:

- New ALC control modules for:
 - New dedicated Air Cooled Chiller
 - New dedicated Locker Room Loop Pump
 - 4" schedule 40 steel pipe and fitting installed along the North exterior wall of the Gym
 - 2" fiberglass pipe insulation with metal jacket
 - Testing & flushing of the new system
 - Propylene glycol to fill the new piping
 - Isolation control valve
 - Control interlock with the existing system

Installation included as part of our bid is as follows:

- Mounting enclosures for the mechanical room control modules
- Connection of wires into our control modules
- Mounting control transformers

We do not include:

- Overtime or premium time
- Electrical installation

This proposal includes submittals, wiring diagrams, all DDC programming, graphic generation including floor plans and equipment, checkout and commissioning of the system and operator training.

Assumptions made:

- EMT will be used for all wiring in mechanical rooms
- Plenum rated wire will be used for all wiring

TOTAL NET PRICE f.o.b. factory with full freight allowed to the jobsite

Gym Option # 1 \$ 192,652.00
(Required electrical is service for 7.5 HP motor)

Gym Option # 2 \$ 189,716.00
(Required electrical is 450 Amp)

Locker Room Option #1 \$ 123,371.00
(Required electrical service 1 @ 250 Amp service & 1 @ 5 HP)

Electrical work is not included in the above pricing

NOTE: PRICING IS VERY DYNAMIC AT THIS POINT. WE WILL DO OUR BEST TO HOLD THE CURRENT PROPOSAL PRICING BUT CANNOT GUARANTEE IT.

Notes:

1. Price does not include sales or use taxes.
2. Price includes check, test, and startup by our factory trained service engineer.
3. This quotation is based on receiving a standard AIA-A401, 1997 edition subcontract form for the execution of the scope of work described herein.
4. We acknowledge addendums 0 thru 0
5. This quote is good for 45 days.

Jack Moore
Control Logic Inc.
Integrity in Controls
Phone (402) 592-5822
Fax (402) 763-8655

242,716



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

June 24, 2021

St Paul High School
Attn: John Poppert Superintendent
1305 Howard Ave
St Paul, NE 68873

308-754-4433
jpoppert8@gmail.com

Quote for air conditioning the Gym:

- 3 5EN-Evaporator coils to be installed inside AHU-2
- 1 Daiken RCS110D 110 ton condenser, 208/3 phase, microchannel coil, vandal guards, phase fail and ground fault auxiliary controls and a five year compressor warranty
- Refrigeration lines and 1" wall arm-dcxdflex insulation
- Control work
- Electrical connections
- Concentric condenser pad
- Crane work
- One year parts and labor warranty
- Labor

Installed For The Sum Of:
Electrical Work
Total:

\$176,500.00
<u>\$ 52,450.00</u>
\$228,950.00

NOTE: Due to equipment delays, completion of work would be December 1, 2015

Customer Signature

Date



HEATING

LENNOX COOLING



918 W. North Front St.
 Grand Island, NE 68801
 (308) 382-2446

517 S. Lexington
 Hastings, NE 68901
 (402) 462-9190

Bill to
St Paul Schools
 Howard Ave
 St Paul NE 68873

Ship to
St Paul Schools
 Howard Ave
 St Paul NE 68873

Transaction Date: 4/29/2021

Quote Q83290

Quantity	Description	Price	Amount
			Total: \$21,500.00
1	All material and labor to install 1 unit in wood shop and 1 unit in welding area Rheem 13 Seer Condensers 1 Model# RA1348AJ1NA 1 Model# RA1360AJ1NA Rheem Air Handlers 1 Model# RH1T6024STAN 1 Model # RH1T4821STAN * NO ELECTRICAL INCLUDED IN BID*	\$21,500.00	\$21,500.00
			Total: \$10,900.00
1	All material and labor to add a second unit to the welding area. Rheem 13 SEER Condenser Model # RA1348AJ1NA Rheem Air Handler Model # RH1T4821STAN *no electrical included in bid	\$10,900.00	\$10,900.00

Estimates are good for 30 days from date printed
 please call with any questions.

50% Down with remainder due on completion

Total: \$21,500.00
 Payments: \$0.00
 Balance Due: \$0.00



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

May 10, 2021

St Paul High School
Attn: John Poppert Superintendent
PO Box 325
St Paul, NE 68873

308-754-4433
jpoppert8@gmail.com

Quote for air conditioning the Gym:

- 3 5EN-Evaporator coils to be installed inside AHU-2
- 1 Daiken RCS110D 110 ton condenser, 208/3 phase, microchannel coil, vandal guards, phase fail and ground fault auxiliary controls and a five year compressor warranty
Refrigeration lines and 1" wall armflex insulation
Control work
Electrical connections
Concentric condenser pad
Crane work
One year parts and labor warranty
Labor

Installed For The Sum Of:	\$187,600.00
Electrical Connections :	\$68,000.00 (Middleton Electric)

Customer Signature

Date



HEATING **LENNOX** COOLING



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

May 10, 2021

St Paul High School
Attn: John Poppert Superintendent
PO Box 325
St Paul, NE 68873

308-754-4433
jpoppert8@gmail.com

Quote for Welding Classroom

- 2 Lennox CBA25UH-060-230 5 ton electric air handlers
- 2 Lennox TSA-060-230 5 ton 208/3 phase 14.00 SEER air conditioners with a five year compressor warranty
- 1 Lennox twinning kit
- 1 Honeywell 2 stage programmable thermostat and lock box
- Ductwork with 1" duct liner
- Duct sealant
- Registers and grilles
- Materials to hang air handler and cutwork
- Condensate pump and drain
- 2 Refrigeration lines
- 2 Condenser pads
- One year parts and labor warranty
- Labor

Installed For The Sum Of: \$18,200.00

*Bid does NOT include electrical connections (Chris Rice Electric working on quote)
Nor Sales tax*

Customer Signature

Date



HEATING

LENNOX COOLING



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

May 10, 2021

St Paul High School
Attn: John Poppert Superintendent
PO Box 325
St Paul, NE 68873

308-754-4433
jpoppert8@gmail.com

Quote for Woodshop Classroom

- 1 Lennox CBA25UH-060-230 5 ton electric air handlers
- 1 Lennox TSA-060-230 5 ton 208/3 phase 14.00 SEER air conditioners with a five year compressor warranty
- 1 Honeywell two stage programmable thermostat with lock box
- 1 Low ambient kit
- 1 Hail guard kit
- 1 Freeze stat
- 1 Honeywell 2 stage programmable thermostat and lock box
- Ductwork with 1" duct liner
- Duct sealant
- Registers and grilles
- Materials to hang air handler and cutwork
- Condensate pump and drain
- 1 Refrigeration line
- 1 Condenser pad
- One year parts and labor warranty
- Labor

Installed For The Sum Of: \$10,800.00

***Bid does NOT include electrical connections (Chris Rice Electric working on quote)
Nor Sales tax***

Customer Signature

Date



HEATING

LENNOX COOLING