

Minden Public Schools  
Board of Education  
Board of Education Regular Meeting  
C.L. Jones Middle School  
520 West Third  
Minden, NE 68959  
Monday, July 11, 2016 7:30 PM

1. Roll Call
2. Minutes
3. Public Comment
4. Financial Reports – Action Items
  - 4.a. Consider Financial Reports
5. Old Business – Action Items
  - 5.a. Consider Bills – General Fund
6. Discussion Only
  - 6.a. Report from Superintendent
  - 6.b. Reports from Administrators
  - 6.c. Facilities Update
7. New Business
  - 7.a. Consider, Discuss, & Take Action on Designation of Federal Programs Representative
  - 7.b. Consider, Discuss, & Take Action on Amendments to Policy 6121 Curriculum Review Cycle - Final Reading
  - 7.c. Consider, Discuss, & Take Action on Beverage Contract
  - 7.d. Consider, Discuss, & Take Action on Auditing Services
  - 7.e. Consider, Discuss, & Take Action on Reaffirmation of Policy 6370 Multicultural Education
  - 7.f. Consider, Discuss, & Take Action on 2016-17 Preschool, East Elementary, C.L. Jones, High School, & Staff Handbooks - amended 7/7/2016
  - 7.g. Consider, Discuss, & Take Action on Extra-Duty Assignments
  - 7.h. Consider, Discuss, & Take Action on Authorization for the 2016-17 School Food Service Program
  - 7.i. Consider, Discuss, & Take Action to Authorize the Superintendent to Dispose of Materials
  - 7.j. Consider, Discuss, & Take Action on Amendments to Policy 3090 Sale & Disposal of School Property, Policy 3130 Purchasing Policies, Policy 3570 ESSA, Policy 5006 Option Enrollment, Policy 5203 Academic Progress, Policy 5418 Homeless Students, Policy 6020 Program of Instruction, Policy 6212 Assessments-Academic Content Standards, Policy 6284 Initiations, Hazing, Secret Clubs & Outside Organizations, Policy 6286 Return to Learn from Cancer, Policy 6410 Title I Parental & Family Involvement, Policy 6800 Internet Safety & Acceptable Use,

- Policy 6920 Student Self Management of Asthma, Anaphylaxis, and/or Diabetes,  
Policy 8270 Conflict of Interest, and Policy 9341 Voting - 1st Reading
- 7.k. Consider, Discuss, & Take Action on adopting Policy 4026 Prohibition on Aiding & Abetting Sexual Abuse, Policy 4027 Workplace Privacy, and Policy 5421 Student Privacy Protection - First Reading
  - 7.l. Consider, Discuss, and Take Action on Membership in Nebraska Rural Community Schools Association - added 7/5/2016
  - 7.m. Consider, Discuss, and Take Action on High School Electronic Device Protection Plan - added 7/8/2016
  - 7.n. Consider, Discuss, and Take Action on Resignation of Fifth Grade Teaching Contract - added 7/9/2016
  8. Additional Information
  9. Adjournment

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
June 13, 2016**

The agenda for the June 13, 2016 hearing and meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and published in the local paper.

The board meeting began at 7:31 pm with all board members present, except Carpenter. Motion by Grams and second by Glanzer to approve the absence of Carpenter. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Raun to approve the minutes from the meeting held May 9 as corrected with Raun not being absent. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the financial reports. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Grams to approve the claims against the General Fund. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the final reading of Policy 5416 Student Fees. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Glanzer to approve the final reading of Policy 6400 Parental Involvement. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Rhynalds to approve the first reading of Policy 6121 Curriculum Review Cycle. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Rhynalds to approve with regret the resignation of Eric Christensen. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Glanzer to approve the contract of Mary Jo Schwenka as 5<sup>th</sup> grade teacher, pending background check. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Rhynalds to approve the contract of Jebb Hatch as high school PE/health teacher, pending background check. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Raun to table the approval of a beverage contract. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Rhynalds to approve the donation of a 2-year leasing contract with Landmark Implement for a skidsteer and the purchase of 3 attachments: angle broom, snow blower, and pallet fork/frame. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Raun to approve the FCCLA out-of-state trip. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the purchase of 115 Chromebooks and management licenses for the high school at a cost of \$22,408.90. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve Construction Change Order #009 Irrigation for \$53,110.27. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:28 pm, a motion was made by Grams and second by Glanzer to adjourn the meeting. Roll call: Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

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Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
June 30, 2016

|  |                |                |
|--|----------------|----------------|
| SCHOOL BALANCE - May 31, 2016              |                | \$179,445.28   |
| Current Months Receipts                    |                | \$912,298.33   |
| Transfers from Investments                 |                | \$0.00         |
| Total Beginning Balance and Receipts       |                | \$1,091,743.61 |
| Less: Disbursements                        |                | \$757,391.95   |
| Transfer to Investments                    |                | \$200,000.00   |
| Total Disbursements                        |                | \$957,391.95   |
| SCHOOL BALANCE - June 30, 2016             |                | \$134,351.66   |
| <br>                                       |                |                |
| BALANCE PER BANK STATEMENT - June 30, 2016 |                | \$137,729.89   |
| Deposits In Transit                        |                |                |
| LESS : Outstanding Checks                  |                | \$3,378.23     |
| RECONCILED BANK BALANCE - June 30, 2016    |                | \$134,351.66   |
| (Balance - June 30, 2015 = \$172,378.96)   |                |                |
| <br>                                       |                |                |
| GENERAL FUND INVESTMENTS                   |                | \$4,135,756.89 |
| Money Market Minden Exchange               | \$2,911,540.55 | 0.15% demand   |
| Money Market First Bank                    | \$1,224,216.34 | 0.25% demand   |
| (Balance June 30, 2015 = \$4,594,742.64)   |                |                |
| <br>                                       |                |                |
| DEPRECIATION FUND INVESTED                 |                | \$1,323,777.69 |
| Money Market Minden Exchange Bank          | \$56,160.95    | 0.15% demand   |
| Money Market First Bank                    | \$526,616.24   | 0.25% demand   |
| NE Liquid Asset Fund - Depreciation Fund   | \$741,000.00   |                |
| Checking Minden Exchange Bank              | \$0.50         |                |
| (Balance June 30, 2015 = \$623.079.99)     |                |                |
| <br>                                       |                |                |
| EMPLOYEE BENEFITS FUND                     |                | \$35,233.41    |
| Money Market First Bank                    | \$35,233.41    | 0.25% demand   |
| (Balance June 30, 2015 = \$35,145.21)      |                |                |
| <br>                                       |                |                |
| BUILDING FUND                              |                | \$8,432,377.94 |
| Money Market Minden Exchange Bank          | \$2,238,575.23 | 0.15% demand   |
| Money Market First Bank                    | \$57,481.81    | 0.25% demand   |
| NE Liquid Asset Fund - Building Fund       | \$741,000.00   |                |
| Money Market First Bank - HS Constr. Acct. | \$4,860,132.62 | 0.25% demand   |
| NE Liquid Asset Fund - HS Constr. Acct.    | \$535,186.81   |                |
| Checking Minden Exchange Bank              | \$1.47         |                |
| (Balance June 30, 2015 = \$14,751,477.47)  |                |                |
| <br>                                       |                |                |
| BOND FUND                                  |                | \$573,918.07   |
| Money Market Minden Exchange Bank          | \$573,918.07   |                |
| (Balance June 30, 2015 = \$0.00)           |                |                |
| <br>                                       |                |                |
| LUNCH FUND                                 |                | \$105,739.64   |
| Money Market First Bank                    | \$7,928.11     | 0.05% demand   |
| Checking First Bank                        | \$97,811.53    |                |
| (Balance June 30, 2015 = \$88,185.70)      |                |                |
| <br>                                       |                |                |
| FUNDS PLEDGED FOR DEPOSITS                 |                |                |
| Minden Exchange Bank                       | \$5,806,618.42 | Plus 250M FDIC |
| First Bank                                 | \$7,960,000.00 | Plus 250M FDIC |

William Johnson, Treasurer

# Monthly Board Report All Expenses

| Account       | Description                                  | Proposed Budgeted     | Disbursed             | Balance Remaining     | Percentage Spent |
|---------------|--|-----------------------|-----------------------|-----------------------|------------------|
| 1-1100        | Instructional Supplies & Services            | \$395,952.48          | \$345,162.72          | \$50,789.76           | 87.17%           |
| 1-1100-110    | Instructional Salaries & Benefits            | \$4,342,259.91        | \$3,909,792.79        | \$432,467.12          | 90.04%           |
| 1-1125        | Academic Intervention Supplies & Service     | \$3,850.00            | \$5,216.50            | -\$1,366.50           | 135.49%          |
| 1-1125-110    | Academic Intervention Salaries & Benefits    | \$112,664.40          | \$101,792.16          | \$10,872.24           | 90.35%           |
| 1-1200        | SPED Supplies & Services                     | \$126,343.50          | \$44,878.34           | \$81,465.16           | 35.52%           |
| 1-1200-110    | SPED Salaries & Benefits                     | \$1,083,947.91        | \$897,394.69          | \$186,553.22          | 82.79%           |
| 1-1290        | Preschool Supplies & Services                | \$29,820.75           | \$5,072.34            | \$24,748.41           | 17.01%           |
| 1-1290-110    | Preschool Salaries & Benefits                | \$47,748.97           | \$35,366.69           | \$12,382.28           | 74.07%           |
| 1-1310        | Gifted Supplies & Services                   | \$2,100.00            | \$755.00              | \$1,345.00            | 35.95%           |
| 1-1310-110    | Gifted Salaries & Benefits                   | \$46,831.18           | \$42,264.52           | \$4,566.66            | 90.25%           |
| 1-2120        | Guidance Supplies & Services                 | \$3,425.00            | \$1,844.24            | \$1,580.76            | 53.85%           |
| 1-2120-110    | Guidance Salaries & Benefits                 | \$261,430.24          | \$238,999.17          | \$22,431.07           | 91.42%           |
| 1-2130        | Health Services                              | \$39,768.37           | \$36,389.13           | \$3,379.24            | 91.50%           |
| 1-2150        | Safety & Security                            | \$20,000.00           | \$4,969.50            | \$15,030.50           | 24.85%           |
| 1-2190        | Activities Supplies & Services               | \$30,000.00           | \$26,109.58           | \$3,890.42            | 87.03%           |
| 1-2190-110    | Activities Salaries & Benefits               | \$221,305.00          | \$136,056.21          | \$85,248.79           | 61.48%           |
| 1-2210        | ESU Grant                                    | \$587.64              | \$0.00                | \$587.64              | 0.00%            |
| 1-2212        | Staff Training and Curriculum Development    | \$10,000.00           | \$3,288.33            | \$6,711.67            | 32.88%           |
| 1-2215        | Assessment Coordinator Supplies & Service    | \$850.00              | \$162.00              | \$688.00              | 19.06%           |
| 1-2215-110    | Assessment Coordinator Salary & Benefits     | \$38,192.00           | \$34,871.56           | \$3,320.44            | 91.31%           |
| 1-2222        | Media Center Supplies & Services             | \$26,242.25           | \$21,003.53           | \$5,238.72            | 80.04%           |
| 1-2222-110    | Media Center Salaries & Benefits             | \$226,710.63          | \$206,707.15          | \$20,003.48           | 91.18%           |
| 1-2310        | Board of Education                           | \$44,870.63           | \$36,876.52           | \$7,994.11            | 82.18%           |
| 1-2320        | Executive Administration Supplies & Services | \$10,950.00           | \$5,138.43            | \$5,811.57            | 46.93%           |
| 1-2320-110    | Executive Administration Salaries & Benefits | \$234,031.13          | \$212,643.04          | \$21,388.09           | 90.86%           |
| 1-2330        | District Legal Services                      | \$30,000.00           | \$6,034.19            | \$23,965.81           | 20.11%           |
| 1-2410        | Principals Supplies & Services               | \$11,895.00           | \$4,100.28            | \$7,794.72            | 34.47%           |
| 1-2410-110    | Principals Salary & Benefits                 | \$511,233.95          | \$465,276.84          | \$45,957.11           | 91.01%           |
| 1-2500        | Postage & Telephone                          | \$18,500.00           | \$8,711.74            | \$9,788.26            | 47.09%           |
| 1-2510        | Business Administration                      | \$112,647.62          | \$103,815.04          | \$8,832.58            | 92.16%           |
| 1-2520        | Non-Pupil Vehicle Fuel & Maintenance         | \$20,000.00           | \$1,511.58            | \$18,488.42           | 7.56%            |
| 1-2610        | Custodial Supplies & Services                | \$30,000.00           | \$19,933.25           | \$10,066.75           | 66.44%           |
| 1-2610-110    | Custodial Salaries & Benefits                | \$269,877.44          | \$210,297.60          | \$59,579.84           | 77.92%           |
| 1-2615        | Utilities                                    | \$291,550.00          | \$219,013.34          | \$72,536.66           | 75.12%           |
| 1-2620        | Maintenance Supplies & Services              | \$280,000.00          | \$187,153.50          | \$92,846.50           | 66.84%           |
| 1-2620-110    | Maintenance Salaries & Benefits              | \$147,410.83          | \$96,486.46           | \$50,924.37           | 65.45%           |
| 1-2620-300    | Insurance                                    | \$142,681.00          | \$141,392.00          | \$1,289.00            | 99.10%           |
| 1-2750        | Pupil Transportation Supplies & Services     | \$131,500.00          | \$82,246.83           | \$49,253.17           | 62.55%           |
| 1-2750-110    | Pupil Transportation Salaries & Benefits     | \$149,534.96          | \$115,592.97          | \$33,941.99           | 77.30%           |
| 1-3135        | High Ability Learners                        | \$7,358.00            | \$7,542.00            | -\$184.00             | 102.50%          |
| 1-3501        | SCIP Grant                                   | \$500.00              | \$0.00                | \$500.00              | 0.00%            |
| 1-4200        | Title I Part A                               | \$102,373.00          | \$92,278.59           | \$10,094.41           | 90.14%           |
| 1-4210        | Title I Part A - Accountability              | \$6,295.61            | \$3,683.35            | \$2,612.26            | 58.51%           |
| 1-4310        | Title II Part A                              | \$23,611.00           | \$23,657.00           | -\$46.00              | 100.19%          |
| 1-4400        | Federal Funds                                | \$163,425.00          | \$163,202.26          | \$222.74              | 99.86%           |
| 1-5000        | Repayment of Taxes                           | \$0.00                | \$3,560.46            | -\$3,560.46           |                  |
| 1-6000        | Summer School                                | \$9,026.14            | \$1,657.14            | \$7,369.00            | 18.36%           |
| 1-9000        | Payroll Reimbursed by Other Funds/Agencies   | \$0.00                | \$8,826.67            | -\$8,826.67           | #DIV/0!          |
| <b>Totals</b> |  | <b>\$9,819,301.54</b> | <b>\$8,318,727.23</b> | <b>\$1,500,574.31</b> | <b>84.72%</b>    |

## 2015/16 Projections vs. Actuals for General Fund As of June 30, 2016

### Income

| 2015/16 Budgeted Income = |                  | \$9,669,301.54 |                         | Running Balance         |
|---------------------------|------------------|----------------|-------------------------|-------------------------|
| Month                     | Projected Income | Actual Income  | Over/(Under) Projection | Over/(Under) Projection |
| September                 | \$1,921,290.22   | \$1,907,051.53 | (\$14,238.69)           | (\$14,238.69)           |
| October                   | \$546,315.54     | \$378,593.81   | (\$167,721.73)          | (\$181,960.42)          |
| November                  | \$214,658.49     | \$179,958.95   | (\$34,699.54)           | (\$216,659.96)          |
| December                  | \$168,245.85     | \$140,764.70   | (\$27,481.15)           | (\$244,141.11)          |
| January                   | \$1,505,510.25   | \$1,663,672.96 | \$158,162.71            | (\$85,978.40)           |
| February                  | \$804,485.89     | \$714,188.82   | (\$90,297.07)           | (\$176,275.47)          |
| March                     | \$493,134.38     | \$539,359.18   | \$46,224.80             | (\$130,050.67)          |
| April                     | \$371,301.18     | \$349,269.53   | (\$22,031.65)           | (\$152,082.32)          |
| May                       | \$2,494,679.80   | \$2,357,118.39 | (\$137,561.41)          | (\$289,643.73)          |
| June                      | \$830,593.00     | \$912,897.24   | \$82,304.24             | (\$207,339.49)          |
| July                      | \$136,337.15     |                |                         |                         |
| August                    | \$182,749.79     |                |                         |                         |

### Cash Flow

| 2015/16 Budgeted Cash Flow = |                     | \$9,669,301.54   |                         | Running Balance         |
|------------------------------|---------------------|------------------|-------------------------|-------------------------|
| Month                        | Projected Cash Flow | Actual Cash Flow | Over/(Under) Projection | Over/(Under) Projection |
| September                    | \$1,067,992.92      | \$1,003,785.00   | (\$64,207.92)           | (\$64,207.92)           |
| October                      | (\$222,535.77)      | (\$360,633.85)   | (\$138,098.08)          | (\$202,306.00)          |
| November                     | (\$598,379.68)      | (\$557,002.48)   | \$41,377.20             | (\$160,928.80)          |
| December                     | (\$594,713.88)      | (\$605,764.61)   | (\$11,050.73)           | (\$171,979.53)          |
| January                      | \$734,695.08        | \$964,816.88     | \$230,121.80            | \$58,142.27             |
| February                     | \$30,724.93         | (\$12,214.38)    | (\$42,939.31)           | \$15,202.96             |
| March                        | (\$281,608.51)      | (\$187,725.59)   | \$93,882.92             | \$109,085.88            |
| April                        | (\$399,513.99)      | (\$428,782.05)   | (\$29,268.06)           | \$79,817.82             |
| May                          | \$1,695,388.65      | \$1,591,316.25   | (\$104,072.40)          | (\$24,254.58)           |
| June                         | (\$103,222.58)      | \$155,505.29     | \$258,727.87            | \$234,473.29            |
| July                         | (\$689,466.11)      | \$0.00           |                         |                         |
| August                       | (\$789,361.06)      | \$0.00           |                         |                         |

### Expenses

| 2015/16 Budgeted Expenses = |                    | \$9,819,301.54  |                         | Running Balance         |
|-----------------------------|--------------------|-----------------|-------------------------|-------------------------|
| Month                       | Projected Expenses | Actual Expenses | Over/(Under) Projection | Over/(Under) Projection |
| September                   | \$853,297.30       | \$903,266.53    | \$49,969.23             | \$49,969.23             |
| October                     | \$768,851.31       | \$739,227.66    | (\$29,623.65)           | \$20,345.58             |
| November                    | \$813,038.17       | \$736,961.43    | (\$76,076.74)           | (\$55,731.16)           |
| December                    | \$762,959.73       | \$746,529.31    | (\$16,430.42)           | (\$72,161.58)           |
| January                     | \$770,815.17       | \$698,856.08    | (\$71,959.09)           | (\$144,120.67)          |
| February                    | \$773,760.96       | \$726,403.20    | (\$47,357.76)           | (\$191,478.43)          |
| March                       | \$774,742.89       | \$727,084.77    | (\$47,658.12)           | (\$239,136.55)          |
| April                       | \$770,815.17       | \$778,051.58    | \$7,236.41              | (\$231,900.14)          |
| May                         | \$799,291.15       | \$765,802.14    | (\$33,489.01)           | (\$265,389.15)          |
| June                        | \$933,815.58       | \$757,391.95    | (\$176,423.63)          | (\$441,812.78)          |
| July                        | \$825,803.26       |                 |                         |                         |
| August                      | \$972,110.85       |                 |                         |                         |

### General Fund Balance

| Beginning Reconciled GF Balance = |                      | \$2,706,808.09               |                         |
|-----------------------------------|----------------------|------------------------------|-------------------------|
| Month                             | Projected GF Balance | Actual Reconciled GF Balance | Over/(Under) Projection |
| September                         | \$3,774,801.01       | \$3,710,593.09               | (\$64,207.92)           |
| October                           | \$3,552,265.24       | \$3,349,959.24               | (\$202,306.00)          |
| November                          | \$2,953,885.56       | \$2,792,956.76               | (\$160,928.80)          |
| December                          | \$2,359,171.68       | \$2,187,192.15               | (\$171,979.53)          |
| January                           | \$3,093,866.76       | \$3,152,009.03               | \$58,142.27             |
| February                          | \$3,124,591.69       | \$3,139,794.65               | \$15,202.96             |
| March                             | \$2,842,983.18       | \$2,952,069.06               | \$109,085.88            |
| April                             | \$2,443,469.19       | \$2,523,287.01               | \$79,817.82             |
| May                               | \$4,138,857.84       | \$4,114,603.26               | (\$24,254.58)           |
| June                              | \$4,035,635.26       | \$4,270,108.55               | \$234,473.29            |
| July                              | \$3,346,169.15       |                              |                         |
| August                            | \$2,556,808.09       |                              |                         |

# Lunch Fund Checks and Liabilities

| Check Number                          | Date      | Payee                                   | Reason                                       | Amount              |
|---------------------------------------|-----------|---|--|---------------------|
| EFT                                   | 6/10/2016 | Sysco - EFT                             | Commodities                                  | \$ 3,054.57         |
| 5074                                  | 6/10/2016 | Cash-wa Distributing Co.                | Commodities                                  | \$ 2,684.54         |
| 5075                                  | 6/10/2016 | Pepsi-cola Bottling                     | Beverages                                    | \$ 299.00           |
| 5076                                  | 6/10/2016 | Roberts Dairy                           | Milk Products                                | \$ 2,244.22         |
| 5077                                  | 6/10/2016 | Mason's Market                          | Commodities                                  | \$ 6.84             |
| 5078                                  | 6/10/2016 | Pyramid School Products                 | 1 Gallon Ziploc Bags - 250/case              | \$ 66.90            |
| 5078                                  | 6/10/2016 | Pyramid School Products                 | Disposable Vinyl Gloves - large              | \$ 62.10            |
| 5078                                  | 6/10/2016 | Pyramid School Products                 | Disposable Vinyl Gloves - Medium             | \$ 62.10            |
| 5078                                  | 6/10/2016 | Pyramid School Products                 | Quart Ziploc Bags - 500/case                 | \$ 76.08            |
| 5079                                  | 6/10/2016 | Dollar General                          | Lunch Room Supplies                          | \$ 12.00            |
| 5080                                  | 6/10/2016 | Egan Supply Co.                         | 45 Gal Garbage Bags - 250/case               | \$ 187.80           |
| 2941                                  | 7/12/2016 | Blue Cross Blue Shield                  | Health & Dental Insurance Premiums           | \$ 1,462.89         |
| 2942                                  | 7/12/2016 | Minden Public Schools                   | EE & ER Retirement Contributions             | \$ 679.30           |
| 2942                                  | 7/12/2016 | Minden Public Schools                   | Employee FEBA - Medical/Dental               | \$ 83.34            |
| 2943                                  | 7/12/2016 | Mps Payroll                             | EE & ER FICA, Medicare, & Federal Income Tax | \$ 663.39           |
| 2944                                  | 7/12/2016 | Mps Payroll NE Income Tax               | EE Nebraska Income Tax Withholding           | \$ 55.60            |
| 2945                                  | 7/12/2016 | National Insurance Services of WI, Inc. | EE Life Insurance Premiums                   | \$ 30.10            |
| 2946                                  | 7/12/2016 | Principal Life Insurance Company        | ER Long-Term Disability Premiums             | \$ 15.87            |
| <b>Subtotal</b>                       |           |   |  | <b>\$ 11,746.64</b> |
| <b>Net Payroll - July 2016</b>        |           |   |  | <b>\$ 2,542.44</b>  |
| <b>Total Lunch Fund Disbursements</b> |           |   |  | <b>\$ 14,289.08</b> |

## Building Fund Liabilities - New High School Construction

| Check Number  | Date      | Payee                       | Reason  | Amount                        |
|---|-----------|-----------------------------|---|-------------------------------|
| EFT   | 7/12/2016 | DLR Group, Inc.             | Construction Services - 32% Complete                                    | \$ 15,889.10                  |
| EFT   | 7/12/2016 | DLR Group, Inc.             | Reimbursable Meals  | \$ 18.72                      |
| EFT   | 7/12/2016 | DLR Group, Inc.             | Reimbursable Transportation   | \$ 380.04                     |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | CMR Fee - 43.53% Complete   | \$ 23,687.58                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Construction Effort - 53.60% Complete                                   | \$ 25,585.50                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Reimbursable Expenses - 25.50% Complete                                 | \$ 8,171.10                   |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Concrete - 42.68% Complete  | \$ 81,101.70                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Door/Frame/Hardware - 62.61% Complete                                   | \$ 193,928.40                 |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Earthwork, Site Demo, Site Utilities, Erosion Control - 55.99% Complete | \$ 7,270.01                   |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Waterproofing/Subdrainage - 22.46% Complete                             | \$ 832.50                     |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Winter Conditions - 24.59% Complete                                     | \$ 1,167.13                   |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Mechanical - 24.44% Complete  | \$ 78,512.40                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Steel/HC/Precast Erection - 67.02% Complete                             | \$ 29,250.00                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Storefront & Glass - 38.91% Complete                                    | \$ 34,290.00                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Electrical - 14.60% Complete  | \$ 78,468.51                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Hollow Cores - 55.91% Complete  | \$ 28,057.50                  |
| EFT #13   | 7/12/2016 | Boyd Jones Construction Co. | Masonry - 22.54% Complete   | \$ 69,945.30                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | CMR Fee - 47.45% Complete   | \$ 23,687.58                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Construction Effort - 60.21% Complete                                   | \$ 37,975.00                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Private Utilities - 93.70% Complete                                     | \$ 137,904.30                 |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Reimbursable Expenses - 29.64% Complete                                 | \$ 12,536.13                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Concrete - 45.31% Complete  | \$ 45,467.10                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Door/Frame/Hardware - 66.18% Complete                                   | \$ 11,450.70                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Earthwork, Site Demo, Site Utilities, Erosion Control - 57.57% Complete | \$ 9,770.89                   |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Surveying - 75.64% Complete   | \$ 6,478.19                   |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Waterproofing/Subdrainage - 24.84% Complete                             | \$ 3,802.05                   |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Winter Conditions - 24.90% Complete                                     | \$ 432.00                     |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Mechanical - 25.59% Complete  | \$ 43,380.00                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Selective MS Demolition - 104% Complete                                 | \$ 33,300.00                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Steel/HS/Precast Erection - 74.46% Complete                             | \$ 40,500.00                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Electrical - 23.24% Complete  | \$ 225,074.67                 |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Fire Sprinkler - 55.48% Complete  | \$ 71,100.00                  |
| EFT #14   | 7/12/2016 | Boyd Jones Construction Co. | Masonry - 32.26% Complete   | \$ 168,947.10                 |
| <b>Subtotal - Liabilities Paid From Bond Proceeds</b>                             |           |                             |   | <b>\$ 1,548,361.20</b>        |
| 469   | 7/12/2016 | Olsson Associates, Inc.     | Material Testing Package - 57% Complete                                 | \$ 4,304.65                   |
| <b>Subtotal - Liabilities Paid From Existing Building Fund Proceeds</b>           |           |                             |   | <b>\$ 4,304.65</b>            |
| <b>Total Building Fund Liabilities - New High School Construction - July 2016</b> |           |                             |   | <b><u>\$ 1,552,665.85</u></b> |

**Total Minden HS Construction/MS Renovation Billings as of 05/29/2016 - Pay App #13**

| Item # | Work Description  | Original Budget | Owner Change Orders | CM@R Change Orders | Current Budget** | Total Work Previously Completed and Billed | Work Billed This Period | Materials Purchased and Stored | Total Completed & Stored | % Complete | Remaining Balance | Retainage    |
|--------|---|-----------------|---------------------|--------------------|------------------|--|-------------------------|--------------------------------|--------------------------|------------|-------------------|--------------|
| 1      | Pre-Bond Effort   | \$6,527.00      |                     |                    | \$6,527.00       | \$6,527.00                                 |                         |                                | \$6,527.00               | 100.00%    | \$0.00            | \$0.00       |
| 1      | Pre-Construction Effort   | \$35,960.00     |                     |                    | \$35,960.00      | \$35,858.00                                |                         |                                | \$35,858.00              | 100.00%    | \$102.00          | \$0.00       |
| 1      | Construction Effort   | \$574,628.00    |                     |                    | \$574,628.00     | \$282,442.43                               | \$25,585.50             |                                | \$308,027.93             | 53.60%     | \$266,600.07      | \$0.00       |
| 1      | Reimbursable Expenses   | \$302,846.00    |                     |                    | \$302,846.00     | \$69,066.42                                | \$8,171.10              |                                | \$77,237.52              | 25.50%     | \$225,608.48      | \$0.00       |
| 1      | General Requirements  | \$59,250.00     |                     |                    | \$59,250.00      | \$25,420.61                                |                         |                                | \$25,420.61              | 42.90%     | \$33,829.39       | \$2,542.06   |
| 1      | Surveying   | \$39,185.00     |                     |                    | \$39,185.00      | \$22,440.68                                |                         |                                | \$22,440.68              | 57.27%     | \$16,744.32       | \$2,244.07   |
| 1      | Winter Conditions (gas, tenting, covering, blankets, thawing)   | \$155,000.00    |                     |                    | \$155,000.00     | \$36,822.08                                | \$1,296.81              |                                | \$38,118.89              | 24.59%     | \$116,881.11      | \$3,811.89   |
| 2      | Selective Demo in MS  | \$50,000.00     |                     |                    | \$50,000.00      | \$15,000.00                                |                         |                                | \$15,000.00              | 30.00%     | \$35,000.00       | \$1,500.00   |
| 3      | Concrete  | \$1,907,377.00  | \$14,444.00         | \$2,051.00         | \$1,923,872.00   | \$731,034.56                               | \$90,113.00             |                                | \$821,147.56             | 42.68%     | \$1,102,724.44    | \$82,114.76  |
| 3      | Reinforcing   | \$225,055.00    | \$670.00            | \$945.00           | \$226,670.00     | \$225,010.00                               |                         |                                | \$225,010.00             | 99.27%     | \$1,660.00        | \$22,501.00  |
| 3      | Hollow Cores  | \$165,195.00    |                     | \$2,075.00         | \$167,270.00     | \$62,350.00                                | \$31,175.00             |                                | \$93,525.00              | 55.91%     | \$73,745.00       | \$9,352.50   |
| 3      | Structural Precast  | \$1,349,909.00  |                     |                    | \$1,349,909.00   | \$1,349,909.00                             |                         |                                | \$1,349,909.00           | 100.00%    | \$0.00            | \$134,990.90 |
| 4      | Masonry   | \$1,931,600.00  |                     |                    | \$1,931,600.00   | \$357,708.00                               | \$77,717.00             |                                | \$435,425.00             | 22.54%     | \$1,496,175.00    | \$43,542.70  |
| 5      | Steel Fab   | \$624,000.00    | \$2,917.69          | \$1,398.00         | \$628,315.69     | \$604,796.00                               |                         |                                | \$604,796.00             | 96.26%     | \$23,519.69       | \$60,479.60  |
| 5      | Steel/HC/Precast Erection                                       | \$604,550.00    |                     |                    | \$604,550.00     | \$372,650.00                               | \$32,500.00             |                                | \$405,150.00             | 67.02%     | \$199,400.00      | \$40,515.00  |
| 6      | Woods   | \$104,295.00    | \$520.00            |                    | \$104,815.00     |  |                         |                                | \$0.00                   | 0.00%      | \$104,815.00      | \$0.00       |
| 7      | Waterproofing/Weather Barriers/Sealants/Subdrainage             | \$177,000.00    |                     |                    | \$177,000.00     | \$38,825.00                                | \$925.00                |                                | \$39,750.00              | 22.46%     | \$137,250.00      | \$3,891.75   |
| 7      | Insulated Metal Wall Panels (to Composite Wall Panels)          | \$0.00          |                     |                    | \$0.00           |  |                         |                                | \$0.00                   | 0.00%      | \$0.00            | \$0.00       |
| 7      | Composite Wall Panels   | \$182,490.00    |                     |                    | \$182,490.00     | \$4,000.00                                 |                         |                                | \$4,000.00               | 2.19%      | \$178,490.00      | \$400.00     |
| 7      | Roofing   | \$544,590.00    |                     |                    | \$544,590.00     | \$337,801.00                               |                         |                                | \$337,801.00             | 62.03%     | \$206,789.00      | \$33,780.10  |
| 7      | Fireproofing  | \$13,500.00     |                     |                    | \$13,500.00      |  |                         |                                | \$0.00                   | 0.00%      | \$13,500.00       | \$0.00       |
| 7      | Expansion Joint Covers  | \$20,257.00     |                     |                    | \$20,257.00      |  |                         |                                | \$0.00                   | 0.00%      | \$20,257.00       | \$0.00       |
| 8      | Door/Frame/Hardware   | \$345,373.00    |                     | \$10,950.00        | \$356,323.00     | \$7,615.00                                 | \$215,476.00            |                                | \$223,091.00             | 62.61%     | \$133,232.00      | \$22,309.10  |
| 8      | Install Doors/Frames/HW   | \$78,056.00     |                     |                    | \$78,056.00      |  |                         |                                | \$0.00                   | 0.00%      | \$78,056.00       | \$0.00       |
| 8      | Access Doors  | \$5,650.00      |                     |                    | \$5,650.00       |  |                         |                                | \$0.00                   | 0.00%      | \$5,650.00        | \$0.00       |
| 8      | OH and Coiling Doors  | \$73,673.00     |                     |                    | \$73,673.00      |  |                         |                                | \$0.00                   | 0.00%      | \$73,673.00       | \$0.00       |
| 8      | Storefront and Glass  | \$331,198.00    |                     | (\$8,555.00)       | \$322,643.00     | \$87,427.76                                | \$38,100.00             |                                | \$125,527.76             | 38.91%     | \$197,115.24      | \$12,552.78  |
| 9      | Drywall & Framing   | \$539,260.00    |                     |                    | \$539,260.00     |  |                         |                                | \$0.00                   | 0.00%      | \$539,260.00      | \$0.00       |
| 9      | Tiling (to Flooring)  | \$0.00          |                     |                    | \$0.00           |  |                         |                                | \$0.00                   | 0.00%      | \$0.00            | \$0.00       |
| 9      | Acoustical Tile Ceilings & Acoustical Panels                    | \$192,900.00    |                     |                    | \$192,900.00     |  |                         |                                | \$0.00                   | 0.00%      | \$192,900.00      | \$0.00       |
| 9      | Flooring (LVT, Carpet, & Tile)                                  | \$316,880.00    | \$50,530.35         | \$3,606.00         | \$371,016.35     |  |                         |                                | \$0.00                   | 0.00%      | \$371,016.35      | \$0.00       |
| 9      | Wood Flooring   | \$122,760.00    |                     |                    | \$122,760.00     |  |                         |                                | \$0.00                   | 0.00%      | \$122,760.00      | \$0.00       |
| 9      | Concrete Treated Flooring Systems                               | \$43,115.00     |                     |                    | \$43,115.00      |  |                         |                                | \$0.00                   | 0.00%      | \$43,115.00       | \$0.00       |
| 9      | Painting/Air Barriers/Water Repellents                          | \$377,289.00    |                     |                    | \$377,289.00     |  |                         |                                | \$0.00                   | 0.00%      | \$377,289.00      | \$0.00       |
| 10     | Toilet Partitions/Accessories/Specialties/Visual Display Boards | \$119,580.00    |                     |                    | \$119,580.00     |  |                         |                                | \$0.00                   | 0.00%      | \$119,580.00      | \$0.00       |
| 10     | Visual Display Boards (to Toilet Accessories)                   | \$0.00          |                     |                    | \$0.00           |  |                         |                                | \$0.00                   | 0.00%      | \$0.00            | \$0.00       |
| 10     | Signage   | \$33,649.00     |                     |                    | \$33,649.00      |  |                         |                                | \$0.00                   | 0.00%      | \$33,649.00       | \$0.00       |
| 10     | Lockers   | \$84,350.00     | (\$3,350.00)        |                    | \$81,000.00      |  |                         |                                | \$0.00                   | 0.00%      | \$81,000.00       | \$0.00       |
| 10     | Flagpoles   | \$5,280.00      |                     |                    | \$5,280.00       |  |                         |                                | \$0.00                   | 0.00%      | \$5,280.00        | \$0.00       |
| 11     | Knox Boxes  | \$2,750.00      |                     |                    | \$2,750.00       | \$2,200.03                                 |                         |                                | \$2,200.03               | 80.00%     | \$549.97          | \$220.00     |
| 11     | Paint Spray Booth   | \$27,650.00     |                     |                    | \$27,650.00      |  |                         |                                | \$0.00                   | 0.00%      | \$27,650.00       | \$0.00       |
| 11     | Stage Rigging & Curtains  | \$58,406.00     |                     |                    | \$58,406.00      |  |                         |                                | \$0.00                   | 0.00%      | \$58,406.00       | \$0.00       |
| 11     | Athletic Equipment  | \$41,150.00     |                     |                    | \$41,150.00      |  |                         |                                | \$0.00                   | 0.00%      | \$41,150.00       | \$0.00       |
| 12     | Educational Casework  | \$380,313.00    | \$4,084.50          |                    | \$384,397.50     |  |                         |                                | \$0.00                   | 0.00%      | \$384,397.50      | \$0.00       |
| 12     | Auditorium Seating  | \$75,498.00     |                     |                    | \$75,498.00      |  |                         |                                | \$0.00                   | 0.00%      | \$75,498.00       | \$0.00       |
| 12     | Bleachers (500 seats)   | \$50,061.00     |                     |                    | \$50,061.00      |  |                         |                                | \$0.00                   | 0.00%      | \$50,061.00       | \$0.00       |
| 14     | Elevator  | \$66,400.00     |                     |                    | \$66,400.00      | \$6,640.00                                 |                         |                                | \$6,640.00               | 10.00%     | \$59,760.00       | \$664.00     |
| 21     | Fire Sprinkler  | \$192,500.00    |                     |                    | \$192,500.00     | \$27,800.00                                |                         |                                | \$27,800.00              | 14.44%     | \$164,700.00      | \$2,780.00   |
| 23     | Mechanical  | \$4,185,000.00  | \$5,919.00          | \$1,653.00         | \$4,192,572.00   | \$937,469.03                               | \$87,236.00             |                                | \$1,024,705.03           | 24.44%     | \$3,167,866.97    | \$102,470.50 |
| 26     | Electrical  | \$2,883,163.00  | \$5,028.04          | \$5,345.38         | \$2,893,536.42   | \$335,323.82                               | \$87,187.23             |                                | \$422,511.05             | 14.60%     | \$2,471,025.37    | \$42,251.11  |
| 31     | Earthwork, Site Demo, Site Utilities, Erosion Control           | \$683,074.00    | \$3,750.00          |                    | \$686,824.00     | \$376,472.88                               | \$8,077.79              |                                | \$384,550.67             | 55.99%     | \$302,273.33      | \$38,455.07  |
| 31     | Termite Control   | \$8,100.00      |                     |                    | \$8,100.00       |  |                         |                                | \$0.00                   | 0.00%      | \$8,100.00        | \$0.00       |
| 31     | Helical Piers   | \$50,100.00     |                     |                    | \$50,100.00      | \$46,540.00                                |                         |                                | \$46,540.00              | 92.89%     | \$3,560.00        | \$4,654.00   |
| 32     | Pavement Striping/Sealants/Signs                                | \$12,740.00     |                     |                    | \$12,740.00      |  |                         |                                | \$0.00                   | 0.00%      | \$12,740.00       | \$0.00       |
| 32     | Fencing   | \$25,240.00     |                     |                    | \$25,240.00      |  |                         |                                | \$0.00                   | 0.00%      | \$25,240.00       | \$0.00       |
| 32     | Segmental Retaining Walls                                       | \$66,657.00     |                     |                    | \$66,657.00      |  |                         |                                | \$0.00                   | 0.00%      | \$66,657.00       | \$0.00       |

**Total Minden HS Construction/MS Renovation Billings as of 05/29/2016 - Pay App #13**

| Item # | Work Description               | Original Budget        | Owner Change Orders | CM@R Change Orders | Current Budget**       | Total Work Previously Completed and Billed | Work Billed This Period | Materials Purchased and Stored | Total Completed & Stored | % Complete    | Remaining Balance      | Retainage           |
|--------|--------------------------------|------------------------|---------------------|--------------------|------------------------|--|-------------------------|--------------------------------|--------------------------|---------------|------------------------|---------------------|
| 32     | Landscaping                    | \$66,249.00            | \$1,750.00          |                    | \$67,999.00            | \$13.89                                    |                         |                                | \$13.89                  | 0.02%         | \$67,985.11            | \$1.39              |
| 32     | Utility Relocation             | \$255,165.00           | \$17,807.66         |                    | \$272,972.66           | \$252,083.08                               |                         |                                | \$252,083.08             | 92.35%        | \$20,889.58            | \$25,208.31         |
| 32     | Private Utilities              | \$187,000.00           | \$46,363.00         |                    | \$233,363.00           | \$65,431.00                                |                         |                                | \$65,431.00              | 28.04%        | \$167,932.00           | \$6,543.10          |
| 32     | Subdrainage (to Waterproofing) | \$0.00                 |                     |                    | \$0.00                 | \$0.00                                     |                         |                                | \$0.00                   | 0.00%         | \$0.00                 | \$0.00              |
| 33     | CMR Fee (3.28%)                | \$660,575.00           | \$4,934.24          | \$638.57           | \$666,147.81           | \$289,783.61                               | \$26,319.53             |                                | \$316,103.14             | 47.45%        | \$350,044.67           | \$31,610.31         |
| 34     | Subcontractor Bond Allowance   | \$150,000.00           |                     |                    | \$150,000.00           | \$121,409.00                               |                         |                                | \$121,409.00             | 80.94%        | \$28,591.00            | \$12,140.90         |
| 35     | CMR Bond                       | \$118,605.00           | \$1,367.22          | \$176.93           | \$120,149.15           | \$118,605.00                               |                         |                                | \$118,605.00             | 98.71%        | \$1,544.15             | \$0.00              |
| 36     | 2% CMR Contingency             | \$432,861.00           |                     | (\$20,283.88)      | \$412,577.12           |  |                         |                                | \$0.00                   | 0.00%         | \$412,577.12           | \$0.00              |
|        | <b>Total</b>                   | <b>\$22,421,484.00</b> | <b>\$156,735.70</b> | <b>\$0.00</b>      | <b>\$22,578,219.70</b> | <b>\$7,252,474.88</b>                      | <b>\$729,879.96</b>     | <b>\$0.00</b>                  | <b>\$7,982,354.84</b>    | <b>35.35%</b> | <b>\$14,595,864.86</b> | <b>\$743,526.90</b> |

\*\* Based on October 7, 2015 GMP budget provided by Boyd Jones Construction after 100% Construction Documents were released plus/minus any approved change orders.

**Total Minden HS Construction/MS Renovation Billings as of 07/01/2016 - Pay App #14**

| Item # | Work Description  | Original Budget | Owner Change Orders | CM@R Change Orders | Current Budget** | Total Work Previously Completed and Billed | Work Billed This Period | Materials Purchased and Stored | Total Completed & Stored | % Complete | Remaining Balance | Retainage    |
|--------|---|-----------------|---------------------|--------------------|------------------|--|-------------------------|--------------------------------|--------------------------|------------|-------------------|--------------|
| 1      | Pre-Bond Effort   | \$6,527.00      |                     |                    | \$6,527.00       | \$6,527.00                                 |                         |                                | \$6,527.00               | 100.00%    | \$0.00            | \$0.00       |
| 1      | Pre-Construction Effort   | \$35,960.00     |                     |                    | \$35,960.00      | \$35,858.00                                |                         |                                | \$35,858.00              | 100.00%    | \$102.00          | \$0.00       |
| 1      | Construction Effort   | \$574,628.00    |                     |                    | \$574,628.00     | \$308,027.93                               | \$37,975.00             |                                | \$346,002.93             | 60.21%     | \$228,625.07      | \$0.00       |
| 1      | Reimbursable Expenses   | \$302,846.00    |                     |                    | \$302,846.00     | \$77,237.52                                | \$12,536.13             |                                | \$89,773.65              | 29.64%     | \$213,072.35      | \$0.00       |
| 1      | General Requirements  | \$59,250.00     |                     |                    | \$59,250.00      | \$25,420.61                                |                         |                                | \$25,420.61              | 42.90%     | \$33,829.39       | \$2,542.06   |
| 1      | Surveying   | \$39,185.00     |                     |                    | \$39,185.00      | \$22,440.68                                | \$7,197.99              |                                | \$29,638.67              | 75.64%     | \$9,546.33        | \$2,963.87   |
| 1      | Winter Conditions (gas, tenting, covering, blankets, thawing)   | \$155,000.00    |                     |                    | \$155,000.00     | \$38,118.89                                | \$480.00                |                                | \$38,598.89              | 24.90%     | \$116,401.11      | \$3,859.89   |
| 2      | Selective Demo in MS  | \$50,000.00     |                     |                    | \$50,000.00      | \$15,000.00                                | \$37,000.00             |                                | \$52,000.00              | 104.00%    | (\$2,000.00)      | \$5,200.00   |
| 3      | Concrete  | \$1,907,377.00  | \$14,444.00         | \$2,051.00         | \$1,923,872.00   | \$821,147.56                               | \$50,519.00             |                                | \$871,666.56             | 45.31%     | \$1,052,205.44    | \$87,166.66  |
| 3      | Reinforcing   | \$225,055.00    | \$670.00            | \$945.00           | \$226,670.00     | \$225,010.00                               |                         |                                | \$225,010.00             | 99.27%     | \$1,660.00        | \$22,501.00  |
| 3      | Hollow Cores  | \$165,195.00    |                     | \$2,075.00         | \$167,270.00     | \$93,525.00                                |                         |                                | \$93,525.00              | 55.91%     | \$73,745.00       | \$9,352.50   |
| 3      | Structural Precast  | \$1,349,909.00  |                     |                    | \$1,349,909.00   | \$1,349,909.00                             |                         |                                | \$1,349,909.00           | 100.00%    | \$0.00            | \$134,990.90 |
| 4      | Masonry   | \$1,931,600.00  |                     |                    | \$1,931,600.00   | \$435,425.00                               | \$187,719.00            |                                | \$623,144.00             | 32.26%     | \$1,308,456.00    | \$62,314.40  |
| 5      | Steel Fab   | \$624,000.00    | \$2,917.69          | \$1,398.00         | \$628,315.69     | \$604,796.00                               |                         |                                | \$604,796.00             | 96.26%     | \$23,519.69       | \$60,479.60  |
| 5      | Steel/HC/Precast Erection                                       | \$604,550.00    |                     |                    | \$604,550.00     | \$405,150.00                               | \$45,000.00             |                                | \$450,150.00             | 74.46%     | \$154,400.00      | \$45,015.00  |
| 6      | Woods   | \$104,295.00    | \$520.00            |                    | \$104,815.00     |  |                         |                                | \$0.00                   | 0.00%      | \$104,815.00      | \$0.00       |
| 7      | Waterproofing/Weather Barriers/Sealants/Subdrainage             | \$177,000.00    |                     |                    | \$177,000.00     | \$39,750.00                                | \$4,224.50              |                                | \$43,974.50              | 24.84%     | \$133,025.50      | \$4,397.45   |
| 7      | Insulated Metal Wall Panels (to Composite Wall Panels)          | \$0.00          |                     |                    | \$0.00           |  |                         |                                | \$0.00                   | 0.00%      | \$0.00            | \$0.00       |
| 7      | Composite Wall Panels   | \$182,490.00    |                     |                    | \$182,490.00     | \$4,000.00                                 |                         |                                | \$4,000.00               | 2.19%      | \$178,490.00      | \$400.00     |
| 7      | Roofing   | \$544,590.00    |                     |                    | \$544,590.00     | \$337,801.00                               |                         |                                | \$337,801.00             | 62.03%     | \$206,789.00      | \$33,780.10  |
| 7      | Fireproofing  | \$13,500.00     |                     |                    | \$13,500.00      |  |                         |                                | \$0.00                   | 0.00%      | \$13,500.00       | \$0.00       |
| 7      | Expansion Joint Covers  | \$20,257.00     |                     |                    | \$20,257.00      |  |                         |                                | \$0.00                   | 0.00%      | \$20,257.00       | \$0.00       |
| 8      | Door/Frame/Hardware   | \$345,373.00    |                     | \$10,950.00        | \$356,323.00     | \$223,091.00                               | \$12,723.00             |                                | \$235,814.00             | 66.18%     | \$120,509.00      | \$23,581.40  |
| 8      | Install Doors/Frames/HW   | \$78,056.00     |                     |                    | \$78,056.00      |  |                         |                                | \$0.00                   | 0.00%      | \$78,056.00       | \$0.00       |
| 8      | Access Doors  | \$5,650.00      |                     |                    | \$5,650.00       |  |                         |                                | \$0.00                   | 0.00%      | \$5,650.00        | \$0.00       |
| 8      | OH and Coiling Doors  | \$73,673.00     |                     |                    | \$73,673.00      |  |                         |                                | \$0.00                   | 0.00%      | \$73,673.00       | \$0.00       |
| 8      | Storefront and Glass  | \$331,198.00    |                     | (\$8,555.00)       | \$322,643.00     | \$125,527.76                               |                         |                                | \$125,527.76             | 38.91%     | \$197,115.24      | \$12,552.78  |
| 9      | Drywall & Framing   | \$539,260.00    |                     |                    | \$539,260.00     |  |                         |                                | \$0.00                   | 0.00%      | \$539,260.00      | \$0.00       |
| 9      | Tiling (to Flooring)  | \$0.00          |                     |                    | \$0.00           |  |                         |                                | \$0.00                   | 0.00%      | \$0.00            | \$0.00       |
| 9      | Acoustical Tile Ceilings & Acoustical Panels                    | \$192,900.00    |                     |                    | \$192,900.00     |  |                         |                                | \$0.00                   | 0.00%      | \$192,900.00      | \$0.00       |
| 9      | Flooring (LVT, Carpet, & Tile)                                  | \$316,880.00    | \$50,530.35         | \$3,606.00         | \$371,016.35     |  |                         |                                | \$0.00                   | 0.00%      | \$371,016.35      | \$0.00       |
| 9      | Wood Flooring   | \$122,760.00    |                     |                    | \$122,760.00     |  |                         |                                | \$0.00                   | 0.00%      | \$122,760.00      | \$0.00       |
| 9      | Concrete Treated Flooring Systems                               | \$43,115.00     |                     |                    | \$43,115.00      |  |                         |                                | \$0.00                   | 0.00%      | \$43,115.00       | \$0.00       |
| 9      | Painting/Air Barriers/Water Repellents                          | \$377,289.00    |                     |                    | \$377,289.00     |  |                         |                                | \$0.00                   | 0.00%      | \$377,289.00      | \$0.00       |
| 10     | Toilet Partitions/Accessories/Specialties/Visual Display Boards | \$119,580.00    |                     |                    | \$119,580.00     |  |                         |                                | \$0.00                   | 0.00%      | \$119,580.00      | \$0.00       |
| 10     | Visual Display Boards (to Toilet Accessories)                   | \$0.00          |                     |                    | \$0.00           |  |                         |                                | \$0.00                   | 0.00%      | \$0.00            | \$0.00       |
| 10     | Signage   | \$33,649.00     |                     |                    | \$33,649.00      |  |                         |                                | \$0.00                   | 0.00%      | \$33,649.00       | \$0.00       |
| 10     | Lockers   | \$84,350.00     | (\$3,350.00)        |                    | \$81,000.00      |  |                         |                                | \$0.00                   | 0.00%      | \$81,000.00       | \$0.00       |
| 10     | Flagpoles   | \$5,280.00      |                     |                    | \$5,280.00       |  |                         |                                | \$0.00                   | 0.00%      | \$5,280.00        | \$0.00       |
| 11     | Knox Boxes  | \$2,750.00      |                     |                    | \$2,750.00       | \$2,200.03                                 |                         |                                | \$2,200.03               | 80.00%     | \$549.97          | \$220.00     |
| 11     | Paint Spray Booth   | \$27,650.00     |                     |                    | \$27,650.00      |  |                         |                                | \$0.00                   | 0.00%      | \$27,650.00       | \$0.00       |
| 11     | Stage Rigging & Curtains  | \$58,406.00     |                     |                    | \$58,406.00      |  |                         |                                | \$0.00                   | 0.00%      | \$58,406.00       | \$0.00       |
| 11     | Athletic Equipment  | \$41,150.00     |                     |                    | \$41,150.00      |  |                         |                                | \$0.00                   | 0.00%      | \$41,150.00       | \$0.00       |
| 12     | Educational Casework  | \$380,313.00    | \$4,084.50          |                    | \$384,397.50     |  |                         |                                | \$0.00                   | 0.00%      | \$384,397.50      | \$0.00       |
| 12     | Auditorium Seating  | \$75,498.00     |                     |                    | \$75,498.00      |  |                         |                                | \$0.00                   | 0.00%      | \$75,498.00       | \$0.00       |
| 12     | Bleachers (500 seats)   | \$50,061.00     |                     |                    | \$50,061.00      |  |                         |                                | \$0.00                   | 0.00%      | \$50,061.00       | \$0.00       |
| 14     | Elevator  | \$66,400.00     |                     |                    | \$66,400.00      | \$6,640.00                                 |                         |                                | \$6,640.00               | 10.00%     | \$59,760.00       | \$664.00     |
| 21     | Fire Sprinkler  | \$192,500.00    |                     |                    | \$192,500.00     | \$27,800.00                                | \$79,000.00             |                                | \$106,800.00             | 55.48%     | \$85,700.00       | \$10,680.00  |
| 23     | Mechanical  | \$4,185,000.00  | \$5,919.00          | \$1,653.00         | \$4,192,572.00   | \$1,024,705.03                             | \$48,200.00             |                                | \$1,072,905.03           | 25.59%     | \$3,119,666.97    | \$107,290.50 |
| 26     | Electrical  | \$2,883,163.00  | \$5,028.04          | \$5,345.38         | \$2,893,536.42   | \$422,511.05                               | \$250,082.97            |                                | \$672,594.02             | 23.24%     | \$2,220,942.40    | \$67,259.40  |
| 31     | Earthwork, Site Demo, Site Utilities, Erosion Control           | \$683,074.00    | \$3,750.00          |                    | \$686,824.00     | \$384,550.67                               | \$10,856.54             |                                | \$395,407.21             | 57.57%     | \$291,416.79      | \$39,540.72  |
| 31     | Termite Control   | \$8,100.00      |                     |                    | \$8,100.00       |  |                         |                                | \$0.00                   | 0.00%      | \$8,100.00        | \$0.00       |
| 31     | Helical Piers   | \$50,100.00     |                     |                    | \$50,100.00      | \$46,540.00                                |                         |                                | \$46,540.00              | 92.89%     | \$3,560.00        | \$4,654.00   |
| 32     | Pavement Striping/Sealants/Signs                                | \$12,740.00     |                     |                    | \$12,740.00      |  |                         |                                | \$0.00                   | 0.00%      | \$12,740.00       | \$0.00       |
| 32     | Fencing   | \$25,240.00     |                     |                    | \$25,240.00      |  |                         |                                | \$0.00                   | 0.00%      | \$25,240.00       | \$0.00       |
| 32     | Segmental Retaining Walls                                       | \$66,657.00     |                     |                    | \$66,657.00      |  |                         |                                | \$0.00                   | 0.00%      | \$66,657.00       | \$0.00       |

**Total Minden HS Construction/MS Renovation Billings as of 07/01/2016 - Pay App #14**

| Item # | Work Description               | Original Budget        | Owner Change Orders | CM@R Change Orders | Current Budget**       | Total Work Previously Completed and Billed | Work Billed This Period | Materials Purchased and Stored | Total Completed & Stored | % Complete    | Remaining Balance      | Retainage           |
|--------|--------------------------------|------------------------|---------------------|--------------------|------------------------|--|-------------------------|--------------------------------|--------------------------|---------------|------------------------|---------------------|
| 32     | Landscaping                    | \$66,249.00            | \$1,750.00          |                    | \$67,999.00            | \$13.89                                    |                         |                                | \$13.89                  | 0.02%         | \$67,985.11            | \$1.39              |
| 32     | Utility Relocation             | \$255,165.00           | \$17,807.66         |                    | \$272,972.66           | \$252,083.08                               |                         |                                | \$252,083.08             | 92.35%        | \$20,889.58            | \$25,208.31         |
| 32     | Private Utilities              | \$187,000.00           | \$46,363.00         |                    | \$233,363.00           | \$65,431.00                                | \$153,227.00            |                                | \$218,658.00             | 93.70%        | \$14,705.00            | \$21,865.80         |
| 32     | Subdrainage (to Waterproofing) | \$0.00                 |                     |                    | \$0.00                 | \$0.00                                     |                         |                                | \$0.00                   | 0.00%         | \$0.00                 | \$0.00              |
| 33     | CMR Fee (3.28%)                | \$660,575.00           | \$4,934.24          | \$638.57           | \$666,147.81           | \$316,103.14                               | \$26,319.53             |                                | \$342,422.67             | 51.40%        | \$323,725.14           | \$34,242.27         |
| 34     | Subcontractor Bond Allowance   | \$150,000.00           |                     |                    | \$150,000.00           | \$121,409.00                               |                         |                                | \$121,409.00             | 80.94%        | \$28,591.00            | \$12,140.90         |
| 35     | CMR Bond                       | \$118,605.00           | \$1,367.22          | \$176.93           | \$120,149.15           | \$118,605.00                               |                         |                                | \$118,605.00             | 98.71%        | \$1,544.15             | \$0.00              |
| 36     | 2% CMR Contingency             | \$432,861.00           |                     | (\$20,283.88)      | \$412,577.12           |  |                         |                                | \$0.00                   | 0.00%         | \$412,577.12           | \$0.00              |
|        | <b>Total</b>                   | <b>\$22,421,484.00</b> | <b>\$156,735.70</b> | <b>\$0.00</b>      | <b>\$22,578,219.70</b> | <b>\$7,982,354.84</b>                      | <b>\$963,060.66</b>     | <b>\$0.00</b>                  | <b>\$8,945,415.50</b>    | <b>39.62%</b> | <b>\$13,632,804.20</b> | <b>\$834,864.90</b> |

\*\* Based on October 7, 2015 GMP budget provided by Boyd Jones Construction after 100% Construction Documents were released plus/minus any approved change orders.

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

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Minden High School                      06/01/2016    through    06/30/2016

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## Bank Statement Reconciliation Summary

|                                    |                     |
|------------------------------------|---------------------|
| Statement Balance                  | \$ 144,464.85       |
| - Outstanding checks               | \$ 3,402.46         |
| + Outstanding Deposits             | \$ 0.00             |
| + Outstanding Adjustments          | \$ 0.00             |
| - Outstanding Investment Transfers | \$ 0.00             |
| Total                              | <hr/> \$ 141,062.39 |
| + Investments                      | \$ 37,000.00        |
| Book Balance                       | <hr/> \$ 178,062.39 |

# Checks For Payment Listing

| Date       | Check Number | Payee                                   | Reason                                       | Amount        |
|------------|--------------|---|--|---------------|
| 07/12/2016 | 33454        | Ameritas Life Insurance Corp.           | EE 403(b) Contribution Withholding           | \$ 250.00     |
| 07/12/2016 | 33455        | Annuities Service Center                | EE 403(b) Contribution Withholding           | \$ 250.00     |
| 07/12/2016 | 33456        | Blue Cross Blue Shield                  | EE & ER Health & Dental Insurance Premiums   | \$ 102,684.94 |
| 07/12/2016 | 33457        | Horace Mann Life Insurance Company      | EE 403(b) Contribution Withholding           | \$ 4,325.00   |
| 07/12/2016 | 33458        | Minden Public Schools                   | EE & ER Retirement Contributions             | \$ 80,161.03  |
| 07/12/2016 | 33458        | Minden Public Schools                   | EE Court Settlement                          | \$ 806.00     |
| 07/12/2016 | 33458        | Minden Public Schools                   | Employee FEBA - Medical/Dental               | \$ 4,491.79   |
| 07/12/2016 | 33459        | Mps Payroll                             | EE & ER FICA, Medicare, & Federal Income Tax | \$ 103,223.29 |
| 07/12/2016 | 33460        | Mps Payroll NE Income Tax               | EE Nebraska Income Tax Withholding           | \$ 14,421.88  |
| 07/12/2016 | 33461        | National Insurance Services of WI, Inc. | EE Life Insurance Premiums                   | \$ 578.30     |
| 07/12/2016 | 33462        | New York Life                           | EE 403(b) Contribution Withholding           | \$ 200.00     |
| 07/12/2016 | 33463        | Pacific Life                            | EE 403(b) Contribution Withholding           | \$ 300.00     |
| 07/12/2016 | 33464        | Principal Life Insurance Company        | ER Long-Term Disability Premiums             | \$ 1,754.51   |
| 07/12/2016 | 33465        | Academic Superstore                     | HS Business Software                         | \$ 260.00     |
| 07/12/2016 | 33466        | Aurora Cooperative                      | Fuel Purchases                               | \$ 66.01      |
| 07/12/2016 | 33467        | Balcon Air & Water Balancing            | CL Jones Gym Project                         | \$ 1,730.00   |
| 07/12/2016 | 33468        | Baldwin Construction, Inc.              | East Tuck Pointing & Wall Repair             | \$ 24,500.00  |
| 07/12/2016 | 33469        | Bill's Plumbing                         | MS Plumbing Repairs                          | \$ 135.65     |
| 07/12/2016 | 33469        | Bill's Plumbing                         | MS Plumbing Repairs                          | \$ 353.26     |
| 07/12/2016 | 33469        | Bill's Plumbing                         | MS HVAC Repair                               | \$ 89.29      |
| 07/12/2016 | 33470        | Blick Art Materials                     | HS Art Supplies                              | \$ 3,938.17   |
| 07/12/2016 | 33470        | Blick Art Materials                     | HS Art Supplies                              | \$ 66.39      |
| 07/12/2016 | 33470        | Blick Art Materials                     | East Art Supplies                            | \$ 103.85     |
| 07/12/2016 | 33471        | BSN Sports                              | COOP Supply Order                            | \$ 9.76       |
| 07/12/2016 | 33472        | Cambium Learning, Inc.                  | 7th Grade Language Arts Books                | \$ 329.84     |
| 07/12/2016 | 33473        | Capstone                                | MS Library Books                             | \$ 857.03     |
| 07/12/2016 | 33474        | Cardmember Service                      | 2016-17 Instructional Supplies & Equipment   | \$ 1,031.57   |
| 07/12/2016 | 33474        | Cardmember Service                      | MS iPad Mini Covers                          | \$ 1,540.89   |
| 07/12/2016 | 33475        | CDW-Government, Inc                     | HS Industrial Tech Supplies                  | \$ 228.53     |
| 07/12/2016 | 33475        | CDW-Government, Inc                     | HS Industrial Tech Supplies                  | \$ 51.22      |
| 07/12/2016 | 33475        | CDW-Government, Inc                     | Hs Industrial Tech Supplies                  | \$ 35.46      |
| 07/12/2016 | 33476        | Cengage Learning                        | HS Business Class Supplies                   | \$ 271.44     |
| 07/12/2016 | 33477        | Central Fire & Safety, Inc.             | East Fire Extinguisher Maintenance & Testing | \$ 320.50     |
| 07/12/2016 | 33477        | Central Fire & Safety, Inc.             | HS Fire Extinguisher Maintenance & Testing   | \$ 422.00     |
| 07/12/2016 | 33477        | Central Fire & Safety, Inc.             | MS Fire Extinguisher Maintenance & Testing   | \$ 1,157.00   |
| 07/12/2016 | 33477        | Central Fire & Safety, Inc.             | Bus Barn Fire Extinguisher Maint. & Testing  | \$ 244.00     |
| 07/12/2016 | 33478        | Channing Bete Company                   | HS Guidance Pamphlets                        | \$ 355.61     |
| 07/12/2016 | 33479        | Charter Communications                  | Distance Learning Services                   | \$ 1,041.00   |
| 07/12/2016 | 33480        | City Of Minden                          | Utilities                                    | \$ 16,576.24  |
| 07/12/2016 | 33481        | Classroom Direct                        | East & 6th Grade Educational Supplies        | \$ 719.11     |
| 07/12/2016 | 33482        | Companion                               | HS Student Tracking Software                 | \$ 499.00     |
| 07/12/2016 | 33483        | Computer Hardware, Inc.                 | MS SPED Computer Repair                      | \$ 79.00      |
| 07/12/2016 | 33484        | Cooperative Producers, Inc.             | Mower Tires                                  | \$ 33.00      |
| 07/12/2016 | 33484        | Cooperative Producers, Inc.             | Grounds Chemicals                            | \$ 123.55     |
| 07/12/2016 | 33485        | D & M Security, Inc.                    | 3rd Quarter 2016 Alarm Monitoring            | \$ 166.50     |
| 07/12/2016 | 33486        | DAS State Accounting - Central Finance  | Distance Learning Services                   | \$ 227.47     |
| 07/12/2016 | 33487        | Delta Educational, Inc                  | 3rd Grade Science Supplies                   | \$ 158.21     |
| 07/12/2016 | 33488        | Demco Media                             | HS Library Supplies                          | \$ 131.30     |
| 07/12/2016 | 33488        | Demco Media                             | MS Library Supplies                          | \$ 271.57     |
| 07/12/2016 | 33489        | Depco, LLC                              | HS Industrial Tech Supplies                  | \$ 82.40      |
| 07/12/2016 | 33490        | Dollar General                          | Kindergarten Supplies                        | \$ 34.00      |
| 07/12/2016 | 33490        | Dollar General                          | Custodial Supplies                           | \$ 10.50      |
| 07/12/2016 | 33490        | Dollar General                          | Custodial Supplies                           | \$ 61.15      |
| 07/12/2016 | 33491        | Ebsco                                   | East Library Magazine Subscriptions          | \$ 68.90      |
| 07/12/2016 | 33492        | Echo Electric Supply Co.                | East Light Bulbs                             | \$ 1,433.46   |
| 07/12/2016 | 33493        | Educational Service Unit #10            | Deaf Education Services                      | \$ 72.15      |
| 07/12/2016 | 33493        | Educational Service Unit #10            | Quantum Learning Registrations               | \$ 2,100.00   |
| 07/12/2016 | 33494        | Educational Service Unit #11            | MS Reading Assistant Subscription            | \$ 3,120.00   |
| 07/12/2016 | 33495        | EduTyping                               | Keyboarding Software                         | \$ 375.86     |
| 07/12/2016 | 33496        | Egan Supply Co.                         | East Carpet Machine Repairs                  | \$ 502.13     |

# Checks For Payment Listing

| Date       | Check Number | Payee   | Reason                                       | Amount       |
|------------|--------------|---|--|--------------|
| 07/12/2016 | 33496        | Egan Supply Co.                               | HS Floor Scrubber Repair                     | \$ 123.06    |
| 07/12/2016 | 33497        | Eletech, Inc.                                 | HS Elevator Maintenance Agreement            | \$ 189.57    |
| 07/12/2016 | 33498        | EnableMart/School Health                      | School Nurse Supplies                        | \$ 55.25     |
| 07/12/2016 | 33499        | EPS Literacy and Intervention                 | 5th Grade Student Spelling Books             | \$ 518.00    |
| 07/12/2016 | 33500        | Family Physical Therapy & Sports Center, P.C. | OT Services                                  | \$ 244.00    |
| 07/12/2016 | 33501        | Fifth Street Printing                         | Superintendent Letterhead                    | \$ 78.75     |
| 07/12/2016 | 33502        | Fisher Science Education                      | MS Science Supplies                          | \$ 62.16     |
| 07/12/2016 | 33503        | Follett Library Resources, Inc.               | HS Library Software Renewal                  | \$ 850.00    |
| 07/12/2016 | 33503        | Follett Library Resources, Inc.               | HS Library Books                             | \$ 1,059.33  |
| 07/12/2016 | 33504        | Gary Braun Electric, Inc.                     | HS Industrial Tech Supplies                  | \$ 3.93      |
| 07/12/2016 | 33505        | Gopher  | East PE Supplies                             | \$ 243.12    |
| 07/12/2016 | 33506        | GovConnection, Inc.                           | HS Chromebook Purchase                       | \$ 19,435.00 |
| 07/12/2016 | 33506        | GovConnection, Inc.                           | HS Chromebook Purchase                       | \$ 2,973.90  |
| 07/12/2016 | 33507        | Holdrege Public Schools                       | Marzano Training Books                       | \$ 1,804.80  |
| 07/12/2016 | 33508        | Hometown Leasing                              | Copier & Printer Lease                       | \$ 2,734.54  |
| 07/12/2016 | 33509        | Houchen Bindery                               | MS Textbook Rebinding                        | \$ 235.00    |
| 07/12/2016 | 33509        | Houchen Bindery                               | HS Book & Magazine Binding                   | \$ 187.85    |
| 07/12/2016 | 33510        | Jones School Supply Company, Inc.             | HS Educational Supplies                      | \$ 17.50     |
| 07/12/2016 | 33511        | Junior Library Guild                          | HS Library Books                             | \$ 1,327.20  |
| 07/12/2016 | 33511        | Junior Library Guild                          | East Library Books                           | \$ 1,483.80  |
| 07/12/2016 | 33512        | Kearney Centre Vacuum                         | Vacuum Cleaner Repair Parts                  | \$ 139.95    |
| 07/12/2016 | 33513        | Kearney County Health Services                | Bus Driver Physical                          | \$ 167.00    |
| 07/12/2016 | 33514        | Kearney Crete & Block Company                 | East Tuck Pointing Supplies - Summer Project | \$ 392.00    |
| 07/12/2016 | 33514        | Kearney Crete & Block Company                 | East Tuck Pointing Supplies - Summer Project | \$ 84.00     |
| 07/12/2016 | 33514        | Kearney Crete & Block Company                 | East Tuck Pointing Supplies - Summer Project | \$ 238.00    |
| 07/12/2016 | 33515        | Lakeshore Learning Materials                  | MS Life Skills Supplies                      | \$ 40.99     |
| 07/12/2016 | 33516        | Landmark Implement Carquest                   | Shop Supplies                                | \$ 57.54     |
| 07/12/2016 | 33517        | Mason's Market                                | Custodial Supplies                           | \$ 15.92     |
| 07/12/2016 | 33518        | McGraw Hill School Education                  | MS Spanish Textbooks                         | \$ 8,143.11  |
| 07/12/2016 | 33518        | McGraw Hill School Education                  | 7th Grade Math Textbooks                     | \$ 813.30    |
| 07/12/2016 | 33519        | Mid-States Automation & Control, Inc.         | PS HVAC Repairs                              | \$ 1,015.70  |
| 07/12/2016 | 33519        | Mid-States Automation & Control, Inc.         | MS HVAC Repairs                              | \$ 2,089.20  |
| 07/12/2016 | 33519        | Mid-States Automation & Control, Inc.         | MS Preventative Service Agreement            | \$ 1,680.00  |
| 07/12/2016 | 33519        | Mid-States Automation & Control, Inc.         | East Preventative Service Agreement          | \$ 810.00    |
| 07/12/2016 | 33520        | Minden Courier                                | East School Year Subscription                | \$ 28.00     |
| 07/12/2016 | 33520        | Minden Courier                                | MS Library School Year Subscription          | \$ 28.00     |
| 07/12/2016 | 33520        | Minden Courier                                | HS Library School Year Subscription          | \$ 28.00     |
| 07/12/2016 | 33520        | Minden Courier                                | Board Postings & Advertising                 | \$ 122.10    |
| 07/12/2016 | EFT          | Minden Exchange Bank - EFT                    | Direct Deposit Fees                          | \$ 26.95     |
| 07/12/2016 | 33521        | Minden Hardware                               | Repairs, Maintenance, & Supplies             | \$ 224.83    |
| 07/12/2016 | 33522        | Minden Lawn and Sprinkler, LLC                | East Lawn Sprinkler Repair                   | \$ 439.14    |
| 07/12/2016 | 33523        | Modern Language Association                   | HS English Writing Handbooks                 | \$ 312.18    |
| 07/12/2016 | 33524        | Mower Medic, LLC                              | Walker Mower Repairs                         | \$ 70.26     |
| 07/12/2016 | 33524        | Mower Medic, LLC                              | Walker Mower Repairs                         | \$ 70.26     |
| 07/12/2016 | 33524        | Mower Medic, LLC                              | Walker Mower Repairs                         | \$ 159.06    |
| 07/12/2016 | 33524        | Mower Medic, LLC                              | Walker Mower Blades                          | \$ 105.11    |
| 07/12/2016 | 33525        | Napa Auto Parts                               | Shop Supplies                                | \$ 42.42     |
| 07/12/2016 | 33525        | Napa Auto Parts                               | Van 12V1 Repair                              | \$ 5.16      |
| 07/12/2016 | 33525        | Napa Auto Parts                               | Marty J Mower Repair                         | \$ 30.48     |
| 07/12/2016 | 33525        | Napa Auto Parts                               | Trailer Repairs                              | \$ 11.77     |
| 07/12/2016 | 33525        | Napa Auto Parts                               | Shop Supplies                                | \$ 27.88     |
| 07/12/2016 | 33525        | Napa Auto Parts                               | Trailer Repairs                              | \$ 22.54     |
| 07/12/2016 | 33526        | Nasco   | HS Science Supplies                          | \$ 310.56    |
| 07/12/2016 | 33526        | Nasco   | HS Science Supplies                          | \$ 43.92     |
| 07/12/2016 | 33526        | Nasco   | MS Science Supplies                          | \$ 576.51    |
| 07/12/2016 | 33526        | Nasco   | MS Science Supplies                          | \$ 290.08    |
| 07/12/2016 | 33526        | Nasco   | East Art Supplies                            | \$ 29.28     |
| 07/12/2016 | 33526        | Nasco   | HS FCS Supplies                              | \$ 594.30    |
| 07/12/2016 | 33527        | National Art & School Supplies, Inc.          | Coop Supply Order                            | \$ 258.16    |
| 07/12/2016 | 33528        | National Geographic KIDS                      | East Library Magazine Renewal                | \$ 34.00     |

# Checks For Payment Listing

| Date       | Check Number | Payee   | Reason                                      | Amount      |
|------------|--------------|---|---|-------------|
| 07/12/2016 | 33529        | NCSA  | 2016 NCE Conference Registration            | \$ 200.00   |
| 07/12/2016 | 33530        | Ne Association School Boards                  | NAEP Annual Workshop Registration           | \$ 75.00    |
| 07/12/2016 | 33531        | Nebraska Department of Education_2            | 2016 Teaching Strategies GOLD Training      | \$ 20.00    |
| 07/12/2016 | 33532        | Nebraska State Reading Association            | NSRA Reading Institute Registration         | \$ 80.00    |
| 07/12/2016 | 33533        | One Source                                    | June Background Checks                      | \$ 150.00   |
| 07/12/2016 | 33534        | Pearson Clinical Assessment                   | East SPED Testing                           | \$ 220.48   |
| 07/12/2016 | 33534        | Pearson Clinical Assessment                   | SPED Testing Supplies                       | \$ 1,024.80 |
| 07/12/2016 | 33534        | Pearson Clinical Assessment                   | Speech Path Testing                         | \$ 358.28   |
| 07/12/2016 | 33534        | Pearson Clinical Assessment                   | HS SPED Testing                             | \$ 146.50   |
| 07/12/2016 | 33535        | Perfection Learning                           | HS English Books                            | \$ 1,868.25 |
| 07/12/2016 | 33536        | Perry, Guthery, Haase & Gessford, P.C., L.L.O | General Legal Fees                          | \$ 249.00   |
| 07/12/2016 | 33537        | Plank Road Publishing                         | East Music Periodical                       | \$ 112.45   |
| 07/12/2016 | 33538        | Platte Valley Communications                  | Bus Barn Base Station Radio Repairs         | \$ 943.53   |
| 07/12/2016 | 33539        | Presto-X Company                              | Pest Control Services                       | \$ 119.48   |
| 07/12/2016 | 33540        | Prestwick House, Inc.                         | 7th Grade Language Arts Books               | \$ 593.34   |
| 07/12/2016 | 33541        | Really Good Stuff                             | East & MS Classroom Supplies                | \$ 350.36   |
| 07/12/2016 | 33542        | Rockler Woodworking & Hardware                | HS Wood Shop Supplies                       | \$ 193.41   |
| 07/12/2016 | 33543        | Sapp Bros. Petroleum, Inc                     | Bus Motor Oil                               | \$ 240.00   |
| 07/12/2016 | 33544        | Saxon: Houghton Mifflin Harcourt              | 1st Grade Math Consumables                  | \$ 2,621.07 |
| 07/12/2016 | 33544        | Saxon: Houghton Mifflin Harcourt              | Kindergarten Spelling & Phonics Consumables | \$ 654.16   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | East Elementary Supplies                    | \$ 156.45   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 1st Grade Supplies                          | \$ 81.32    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 1st Grade Supplies                          | \$ 76.65    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | Kindergarten Supplies                       | \$ 339.67   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 2nd Grade Supplies                          | \$ 228.06   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | East Art Supplies                           | \$ 226.55   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 3rd Grade Supplies                          | \$ 167.87   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | Preschool Supplies                          | \$ 189.87   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 3rd Grade Supplies                          | \$ 147.07   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | East Elementary Supplies                    | \$ 125.36   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | Title IA Supplies                           | \$ 204.76   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 1st Grade Supplies                          | \$ 49.10    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | MS Science Supplies                         | \$ 428.70   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | MS Social Studies & PE Supplies             | \$ 398.30   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 4th Grade Supplies                          | \$ 106.67   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | MS Art Supplies                             | \$ 1,365.93 |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 7th Grade Math Supplies                     | \$ 91.75    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 8th Grade Language Arts Supplies            | \$ 79.05    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 5th Grade Supplies                          | \$ 145.05   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | MS Science Supplies                         | \$ 136.88   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 5th Grade Supplies                          | \$ 113.17   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 4th Grade Supplies                          | \$ 177.12   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 6th Grade Language Arts Supplies            | \$ 61.84    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | MS Life Skills Supplies                     | \$ 53.15    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 7th Grade Language Arts Supplies            | \$ 55.63    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS PE Supplies                              | \$ 93.48    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS Office Supplies                          | \$ 122.83   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS Math Supplies                            | \$ 68.39    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS Math Supplies                            | \$ 126.30   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS SPED Supplies                            | \$ 70.66    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS Math Supplies                            | \$ 61.51    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 6th Grade Supplies                          | \$ 167.59   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS Supplies                                 | \$ 256.11   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 4th Grade Supplies                          | \$ 353.06   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | MS Supplies                                 | \$ 136.41   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | Preschool Supplies                          | \$ 13.38    |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | 1st Grade Supplies                          | \$ 5.18     |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS Library Supplies                         | \$ 525.87   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | HS PE Supplies                              | \$ 134.79   |
| 07/12/2016 | 33545        | School Specialty, Inc.                        | Hs Guidance Supplies                        | \$ 61.19    |

# Checks For Payment Listing

| Date  | Check Number | Payee                                  | Reason                                | Amount               |
|---|--------------|--|---------------------------------------|----------------------|
| 07/12/2016  | 33545        | School Specialty, Inc.                 | MS PE Supplies                        | \$ 123.49            |
| 07/12/2016  | 33545        | School Specialty, Inc.                 | MS Supplies                           | \$ 26.64             |
| 07/12/2016  | 33545        | School Specialty, Inc.                 | Title IA Supplies                     | \$ 84.49             |
| 07/12/2016  | 33545        | School Specialty, Inc.                 | HS Library Equipment                  | \$ 1,429.99          |
| 07/12/2016  | 33545        | School Specialty, Inc.                 | HS Math Supplies                      | \$ 3.76              |
| 07/12/2016  | 33545        | School Specialty, Inc.                 | East Educational Supplies             | \$ 9.16              |
| 07/12/2016  | 33545        | School Specialty, Inc.                 | 7th Grade Math Supplies               | \$ 18.18             |
| 07/12/2016  | 33546        | Showbie, Inc.                          | MS Software Subscription              | \$ 540.00            |
| 07/12/2016  | 33547        | Social Studies School Service          | HS Social Studies Supplies            | \$ 231.63            |
| 07/12/2016  | 33548        | Source Gas, LLC                        | Bus Barn Natural Gas                  | \$ 48.16             |
| 07/12/2016  | 33548        | Source Gas, LLC                        | Activities Building Natural Gas       | \$ 177.27            |
| 07/12/2016  | 33548        | Source Gas, LLC                        | East Natural Gas                      | \$ 354.73            |
| 07/12/2016  | 33548        | Source Gas, LLC                        | HS Natural Gas                        | \$ 241.53            |
| 07/12/2016  | 33548        | Source Gas, LLC                        | MS Natural Gas                        | \$ 369.51            |
| 07/12/2016  | 33549        | Sunbelt Rentals, Inc.                  | Sales Tax Refund                      | \$ (372.40)          |
| 07/12/2016  | 33549        | Sunbelt Rentals, Inc.                  | Manlift Rental for East Tuck Pointing | \$ 2,125.60          |
| 07/12/2016  | 33549        | Sunbelt Rentals, Inc.                  | Scissor Lift Rental                   | \$ 738.05            |
| 07/12/2016  | 33550        | Super Duper Publications               | Speech Path Supplies                  | \$ 168.80            |
| 07/12/2016  | 33551        | Tim's Sprinkler Service                | Rental House Sprinkler Repair         | \$ 104.50            |
| 07/12/2016  | 33552        | Trend Enterprises, Inc                 | 6th Grade Classroom Supplies          | \$ 44.93             |
| 07/12/2016  | 33553        | Tri-County Glass, Inc.                 | MS Door Repair                        | \$ 625.70            |
| 07/12/2016  | 33554        | University of Nebraska - Lincoln (ASD) | Nebraska ASD Conference Registrations | \$ 555.00            |
| 07/12/2016  | 33555        | Varitronics, LLC                       | HS Physics Supplies                   | \$ 578.61            |
| 07/12/2016  | 33556        | Vernier Software and Technology        | HS Physics Supplies                   | \$ 568.59            |
| 07/12/2016  | 33557        | William Macgill Co                     | School Nurse Supplies                 | \$ 386.38            |
| 07/12/2016  | 33557        | William Macgill Co                     | School Nurse & SPED Supplies          | \$ 1,339.56          |
| 07/12/2016  | 33558        | Woodward's Disposal Service, Inc.      | Shredding Service                     | \$ 52.00             |
| 07/12/2016  | 33559        | Woodworker's Supply, Inc.              | HS Wood Shop Supplies                 | \$ 389.32            |
| 07/12/2016  | 33559        | Woodworker's Supply, Inc.              | Hs Wood Shop Supplies                 | \$ 200.06            |
| 07/12/2016  | 33559        | Woodworker's Supply, Inc.              | HS Wood Shop Supplies                 | \$ 469.43            |
| 07/12/2016  | 33560        | Wright Express Fleet Services          | Transportation Fuel                   | \$ 160.77            |
| 07/12/2016  | 33561        | Zaner-Bloser, Inc.                     | 3rd Grade Handwriting Supplies        | \$ 869.13            |
| 07/12/2016  | 33561        | Zaner-Bloser, Inc.                     | 1st Grade Handwriting Books           | \$ 980.18            |
| 07/12/2016  | 33561        | Zaner-Bloser, Inc.                     | 4th Grade Spelling Books              | \$ 1,936.61          |
| <b>Subtotal</b>                                     |              |  |                                       | <b>\$ 465,837.32</b> |
| <b>Net Payroll - July 2016</b>                      |              |  |                                       | <b>\$ 271,952.25</b> |
| <b>Total General Fund Disbursements - July 2016</b> |              |  |                                       | <b>\$ 737,789.57</b> |

Secretary \_\_\_\_\_

# Superintendent's Report

July 2016

## **School Calendar**

The school calendar will be printed for an early August mailing. Updated calendars for each month are currently available on the website. Our new website will open on September 1<sup>st</sup>.

## **Handbooks**

If you have any questions regarding the 2016-2017 handbooks, please bring them to the meeting. The handbooks have been sent electronically. Principals have included summaries of the changes to the handbooks.

## **Budget Review**

Jeremy and I will start the initial preparations for the 2016-2017 budget. Our budget hearing will take place on Tuesday, September 12<sup>th</sup> at 7:30 pm.

## **Policy/Updated Policies**

We have several policies to update due to the recent legislative session. The policies were updated through the Perry Law Firm and reviewed by our policy committee, Justin and Ken.

## **Extracurricular Assignments**

The extracurricular assignment recommendations have been included in this packet by Phil Hoyt. The positions in bold indicate a change from last year.

## **Designations for 2016-2017**

We have agenda items for the 2016-2017 designation of: federal programs representative, legal counsel, depository banks, and district newspaper of record. We are to designate these items annually.



## Minden Public School Board of Education Report July, 2016

On June 15th, Sandy Pohl and Sara Anderson attended the Planning Region Team annual summer meeting in Elwood. During this meeting, two representatives from the State Department of Education spoke concerning Targeted Improvement Plan information.

Six East staff members attended Quantum Learning training in Kearney during the week of June 20th-24th. Lisa Maulsby, Allyson Jameson, Jane Pierce, Tammie Petersen, Jennifer Muller, and Sandy Pohl enjoyed five days full of effective teaching strategies, positive character trait teaching, and engagement techniques. The teachers left feeling motivated and full of excitement to start the new school year. The following are statements offered by the attending teachers.

“Quantum Learning was one of the most motivational research workshops I have been to in a long time! Every teacher should experience it! Thanks to Mrs. Pohl, Dr. Wheelock, and the Board for allowing us to go!”-Jennifer Muller

“I enjoyed the Quantum Learning workshop very much. The experience was very educational, and I plan on implementing many ideas in my classroom next year. It inspired me to become a better teacher, and I am already looking forward to next school year.”-Lisa Maulsby

“The week I spent at Quantum Learning was the most amazing, exciting week I have ever spent at a workshop! The presenter was outstanding, and there were so many new exciting ideas I want to implement into my classroom this fall.”-Allyson Jameson

“In three words, Quantum Learning was engaging, energizing, and implementable! It is a workshop worth repeating and is especially effective when experiencing it with a team. It’s wonderful to be awakened in the middle of the night with one more way to use Q.L. in the classroom instead of ruminating worries. I have complete confidence East Elementary students will respond as favorably as we did! Thank you for this opportunity! These wonderful workshops make us tighter as a staff and more effective with our students!”-Tammie Petersen

“I’m thankful for the Quantum Learning experience. It was most definitely worth my time! I will have the 8 QL keys hanging in my classroom the entire school year as a constant reminder. I will model the keys daily as well as randomly fit them into my daily lesson plans.”-Jane Pierce

Please refer to the changes made to the East Elementary and Preschool handbooks.

**Minden Public Schools**  
**Board of Education**

**Monthly School Board Meeting (July 2016)**  
**Mr. Hosick - Principal's Report**

**1. Handbooks:**

I sent out 2016-2017 Student Handbook and 2016-2017 Staff Handbook for your review last Thursday. I hope each of you received those. If you have any questions or suggestions, please let me know.

**2. Summer Cleaning:**

Cray Stubbs and Sheila Kimle have been working very hard this summer to get the high school ready for school. I do appreciate their hard work. They are in the process of finishing up a few smaller projects and putting the final coats of wax on the floors. I would also like to thank Nick Collins for coming over and spending most of one day with a scissor lift cleaning the light fixtures and air ducts in the high school gym.

**3. Chromebooks:**

Our new Chromebooks have arrived. We are in the process of getting them ready for student deployment. I would like to thank the board for their support in allowing the high school to purchase them. After last month's board meeting, I spoke with Mr. Osgood and he said that he could use an additional 20 iPads for his building. I transferred 20 of my iPads over to him about two weeks ago.

**4. Building Partnerships with Our Community:**

Over the past year we have been looking for ways to build stronger and new relationships with our community. This year we are going to take a more active approach in working with our local businesses and industry and put some of those dreams into action. We are still in the design phase of this project but we are very excited about what this next year will hold for our building, our students, and our community. On July 18th, I will be meeting with Matt Cedarburg, City Administrator for Minden and representatives from the Nebraska Department of Economic Development to share ideas how we can work together to help empower our students and better prepare them to work in a new global economy. I will keep you informed as we continue to make progress in future weeks.

Approved Summer Projects for 2016

|   | Budgeted<br>Amount | Contractor           | Billed<br>to Date | Amount<br>Remaining |
|---|--------------------|----------------------|-------------------|---------------------|
| East Elementary Sewer Main Repairs            | \$15,000.00        | All American         | \$2,981.30        | \$12,018.70         |
| Jet and Camera All Sewer Mains                | \$2,000.00         | All American         | \$225.00          | \$1,775.00          |
| East Elementary Roof Drain Repairs            | \$10,000.00        | AR Roofing           |                   | \$10,000.00         |
| Tuck Pointing Repairs to East Elementary      | \$55,000.00        | Baldwin Construction | \$46,976.69       | \$8,023.31          |
| East Elementary Wet Wall Repairs              | \$10,000.00        | Baldwin Construction | \$2,500.00        | \$7,500.00          |
| Tree Trimming                                 | \$5,000.00         | Benson               | \$5,000.00        | \$0.00              |
| Fence Repairs                                 | \$1,000.00         | Benson               | \$1,000.00        | \$0.00              |
| Flag Pole Refurbishment                       | \$1,000.00         | Benson               | \$1,015.53        | (\$15.53)           |
| East Elementary Wood Chip Additions           | \$1,000.00         | Benson               | \$1,000.00        | \$0.00              |
| HS Parking Lot Crack Repairs                  | \$2,000.00         | City of Minden       |                   | \$2,000.00          |
| CL Jones Heat Exchanger Replacement           | \$10,000.00        | Conditioned Air      |                   | \$10,000.00         |
| Clean Out All Hot Water Heat Exchangers       | \$5,000.00         | Conditioned Air      |                   | \$5,000.00          |
| Gym Floor Refinishing                         | \$3,000.00         | In House             | \$2,441.20        | \$558.80            |
| Hallway Floor Refinishing                     | \$1,000.00         | In House             |                   | \$1,000.00          |
| School Bus Body Touch Up                      | \$2,000.00         | Miller Body Shop     |                   | \$2,000.00          |
| HVAC Repairs                                  | \$30,000.00        | Misc                 | \$2,582.60        | \$27,417.40         |
| CL Jones Gym HVAC Updates and Repairs         | \$15,000.00        | Misc                 | \$1,730.00        | \$13,270.00         |
| East Elementary Sprinkler Repairs/Replacement | \$2,000.00         | Misc                 | \$439.14          | \$1,560.86          |
| East Elementary North/South Window Replcement | \$30,000.00        | TriCounty Glass      |                   | \$30,000.00         |
| Total   | \$200,000.00       |                      | \$67,891.46       | \$132,108.54        |

InstructionCurriculum Review Cycle

## TEXTBOOK ADOPTION SCHEDULE

| EVALUATION | IMPLEMENTATION | SUBJECT                                 |
|------------|----------------|---|
| 2015-2016  | 2016-2017      | Language Arts                           |
| 2016-2017  | 2017-2018      | Math                                    |
| 2017-2018  | 2018-2019      | Art, Music, Health 7-12, and Journalism |
| 2018-2019  | 2019-2020      | Social Studies                          |
| 2019-2020  | 2020-2021      | Industrial Technology, FCS              |
| 2020-2021  | 2021-2022      | Science                                 |
| 2021-2022  | 2022-2023      | Spanish, Business Education             |
| 2022-2023  |                | Repeat the cycle                        |

- Computer tests will be purchased as needed due to the constant changing of technology.

Date of Adoption:

InstructionMulticultural Education

Minden Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: (a) the instructional

materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723  
Nebraska State Board of Education Rule 10

Date of Adoption: Reaffirmed July 13, 2015

# **Minden Coaches/Sponsors 2016-17**

Spring 2016 as of July 7

Middle School: Ben Kuhl

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| Art Club                            | Chris Dolan                          |
| <b>BB Boys Head Var</b>             | <b>Jordan Reinertson</b>             |
| BB Boys Asst. Var                   | Shannon Lovin                        |
| <b>BB Boys Asst. Var</b>            | <b>TBA</b>                           |
| BB Bovs 9 <sup>th</sup>             |                                      |
| <b>BB Bovs 7<sup>th</sup> Head</b>  | <b>Dan Wilson</b>                    |
| BB Bovs 8 <sup>th</sup> Asst        | Dale Blum 7-8th                      |
| BB Bovs 8 <sup>th</sup> Head        | Buck Wood                            |
| BB Boys 7 Asst                      |                                      |
| BB Girls Head Var                   | Rick Chramosta                       |
| BB Girls Asst Var                   | Donnie Miller                        |
| BB Girls Asst Var                   | Greg Sitorius                        |
| BB Girls 9 <sup>th</sup>            |                                      |
| <b>BB Girls 8th Head</b>            | <b>Brea Martin</b>                   |
| BB Girls 7 <sup>th</sup> Head       | Greg Sitorius                        |
| <b>BB Girls 7<sup>th</sup> Asst</b> | <b>Lisa Clapper</b>                  |
| BB Intramural                       |                                      |
| Cheerleaders                        | Claire Osgood-Kring                  |
| Cross Country                       | Shawn Wheelock                       |
| Cross Country Asst                  | Dawn Gokie                           |
| Dept. Head Social Studies           | Donnie Miller                        |
| Dept. Head English                  | Joann Paulsen/Kim Steen              |
| Dept. Head Science                  | Lisa Clapper                         |
| Dept. Head Math                     | Dawn Gokie                           |
| Dept. Head SPED                     | Julie Ratka                          |
| Drug Free High School               | Jeffrey Horner                       |
| FB Head Var                         | Shannon Lovin                        |
| FB Asst: Var                        | Greg Sitorius                        |
| FB Asst. Var                        | Donnie Miller                        |
| FB Asst. Var                        | Rick Chramosta                       |
| FB Aide/Vol. Asst                   |                                      |
| FB Head 9 <sup>th</sup>             | Tony Marino                          |
| FB Asst: 9 <sup>th</sup>            |                                      |
| FB Head 8 <sup>th</sup>             | Rick Chramosta                       |
| FB Asst 8 <sup>th</sup>             | Donnie Miller 7-8 <sup>th</sup>      |
| FB Head 7 <sup>th</sup>             | Greg Sitorius                        |
| FB Asst 7 <sup>th</sup>             |                                      |
| FBLA                                | Jordan Reinertson                    |
| FCCLA                               | Pam Johnson                          |
| Dance Team                          | Shannon Fox                          |
| <b>Golf Boys</b>                    | <b>TBA</b>                           |
| Golf Boys Asst                      | Numbers pending -12 or more          |
| Golf Girls                          | Steve Exstrom                        |
| Golf Girls Asst                     | Numbers pending -12 or more          |
| Industrial Arts Club                | Bob Carlson/Rick Chramosta           |
| <b>Jr. Class</b>                    | Connie Lovin/ <b>Jennifer Muller</b> |
| Marching Band                       | John Jacobs                          |
| MS Student Council                  | Sue Yant                             |
| <b>National Honor Society</b>       | <b>Jayne Hoban</b>                   |
| One Act Play                        | Jeffrey Horner                       |

**Play/Musical**

Quiz Bowl  
 Future Problem Solving  
 SADD

**Softball Head****Softball Asst**

Senior Class  
 Sound System  
 Spanish Club  
 Speech:

**Speech Asst:**

Speech Asst:  
 Vol Speech Asst  
 Student Council:  
 TR Head Boys/Girls:  
 TR Asst.:  
 TR Thrower's Coach  
 TR Asst

**TR Asst**

TR Asst  
 TR Aide  
 TR Head Boys 7/8  
 TR Asst. Boys/Girls 7/8  
 TR Head 7/8 Girls  
 TR Asst. Boys/Girls 7/8  
 TR Vol B/G 7/8

VB Head

VB Asst

VB 9<sup>th</sup>

VB Aide

VB 8th Head

VB Asst 8<sup>th</sup>VB Head 7<sup>th</sup>VB Asst 7<sup>th</sup>

Vocal Music

W- M Club

WR Head

WR Asst

Vol WR Asst

WR Head 7/8

WR Asst 7/8

Year Book:

**Angie Oberg/ Whitney Maulsby**

Pam Johnson Middle School: Lisa Clapper/Sue Yant

Lisa Clapper

Jeffery Horner

**Liz Bloomfield****Dan Wilson**

Jeffery Horner

Jeffery Horner

Shari Mohr

Jeffery Horner

**TBA**

Taylor Majerus

Angie Oberg

Shawn Wheelock

Aaron Martin

Dave Schoone

Tony Marino

**TBA**

Rick Chramosta

Scott Driver

Rick Chramosta

Donnie Miller

Lisa Clapper

Buck Wood

Ed Rowse

Julie Ratka

Chris Osterbuhr

Buck Wood

**Brea Martin****Lisa Clapper**

Carla Jacobs

Angie Oberg

Phil Hoyt

Tom Hoyt

Steve Wood

Numbers pending -12 or more

Karen Nelson

John M. Guthery  
Thomas M. Haase  
James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R.J. Shortridge\*  
Jeanette Stull  
Corey L. Stull\*  
Joshua J. Schauer \*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
Charles Kaplan



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Of Counsel  
Richard D. Sievers  
Kelley Baker

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\*Also Admitted in Iowa  
\*\*Also Admitted in Kansas  
\*\*\*Also Admitted in Wyoming  
\*\*\*\*Also Admitted in Colorado

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## Perry Law Firm 2016 Annual Policy Update Service

**To:** Dr. Paul Tedesco, Administrator, ESU 11  
**From:** Gregory H. Perry and Rex R. Schultze  
**Date:** June 7, 2016

This is the 2016 Annual Policy Update.

For policies that are not entirely new, we have provided both “redline” and “clean” versions.

### 1. Policy 3090—Sale and Disposal of Property

Policy 3090 was changed to include the sale of real estate. In addition, approval of any sale of school property was changed from requiring four members, to two-thirds of the members of the Board of Education, at a regular meeting.<sup>1</sup>

### 2. Policy 3130—Purchasing Policies

As a result of the State Auditor’s increased attention to and scrutiny of credit card use, we have added a section for the use of credit cards for purchases on behalf of the School District. The procedures set forth in the section of Policy 3130 should satisfy the State Auditor.

### 3. Policy 3570 – ESSA

The Every Student Succeeds Act was signed on December 10, 2015. The law requires that schools that receive Title I funding:

- Notify parents of the right to receive information about the professional qualifications of their child’s teachers;
- Notify parents that they may opt out of testing; and
- Notify parents of certain matters related opportunities related to the Language Instruction (ELL) program.

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<sup>1</sup> Section 79-10,114 requires a vote of “at least two-thirds of all members of the board” for the sale of school property.

#### 4. Policy 4026—Prohibition on Aiding and Abetting Sexual Abuse

Section 8038 of the ESSA requires school districts to have a policy prohibiting helping a person get a job if it is known that the person engaged in sexual misconduct regarding a minor or a student in violation of the law.<sup>2</sup>

Policy 4026 has been prepared to comply with this part of the ESSA.

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<sup>2</sup> SEC. 8038. PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE.

Subpart 2 of part F of title VIII, as amended and redesignated by section 8001 of this Act, is further amended by adding at the end the following:

“SEC. 8546. PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE.

“(a) IN GENERAL.—A State, State educational agency, or local educational agency in the case of a local educational agency that receives Federal funds under this Act shall have laws, regulations, or policies that prohibit any individual who is a school employee, contractor, or agent, or any State educational agency or local educational agency, from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

“(b) EXCEPTION.—The requirements of subsection (a) shall not apply if the information giving rise to probable cause—

“(1)(A) has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and

“(B) has been properly reported to any other authorities as required by Federal, State, or local law, including title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and

“(2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

“(B) the school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

“(C) the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

“(c) PROHIBITION.—The Secretary shall not have the authority to mandate, direct, or control the specific measures adopted by a State, State educational agency, or local educational agency under this section.

“(d) CONSTRUCTION.—Nothing in this section shall be construed to prevent a State from adopting, or to override a State law, regulation, or policy that provides, greater or additional protections to prohibit any individual who is a school employee, contractor, or agent, or any State educational agency or local educational agency, from assisting a school employee who engaged in sexual misconduct regarding a minor or student in violation of the law in obtaining a new job.”

**5. Policy 4027 – Workplace Privacy Act**

LB 821 prohibits employers from accessing employees' electronic information, including passwords to social media accounts.

**6. Policy 5006 – Option Enrollment**

LB 1066 amended Nebraska's Option Enrollment statute. Specifically, LB 1066 provides that, when adopting standards for accepting or denying late-filed applications (applications filed after March 15) as follows: "Standards shall not include that a request occurred after the deadline set forth in this subsection."

The option enrollment policy we provided previously had included an option of denying an application for the sole reason that the application was filed late. In response to LB 1066, we have deleted that as an option. If your current policy uses that as an option, you will need to amend your policy. If your policy uses different reasons for accepting or denying an application than simply that the application was filed late, you do not need to amend the standards in your policy.

LB 1067 amended the option enrollment statutes to state: "Option students who qualify for free lunches shall be eligible for either free transportation or transportation reimbursement as described in section 79-611 from the option school district pursuant to policies established by the school district . . ." We have revised the option policy to meet this requirement.

**7. Policy 5203—Academic Progress**

Policy 5203 requires the academic reports (e.g. report cards) be "sent" to parents each quarter. With many schools now using electronic student records systems, it is not quite accurate to say that report cards are "sent" to parents. So we have changed the term to "made available."

**8. Policy 5418—Homeless Student Policy**

Schools that have been audited by the NDE in the last year have been advised of the need to have a homeless policy with a more robust grievance procedure. Accordingly, Policy 5418 has been amended to provide an enhanced grievance procedure.

The ESSA also added a notice requirement that is reflected in the revised Policy 5418.

We have also removed the NCLB reference in the homeless policy forms.

**9. Policy 5419 – Mental Health Assessments or Reporting**

The ESSA requires that parental consent be obtained prior to a child under the age of 18 participating in any mental health assessment or service. We have revised Policy 5419 to meet this requirement.

**10. Policy 6020—ESSA-Copyright instruction**

The ESSA requires that students be given education about the harms of copyright piracy. We have revised Policy 6020 to incorporate this requirement.

**11. Policy 6212—Assessments—Academic Content Standards**

The statute related to adoption of state standards<sup>3</sup> requires districts to adopt academic content standards in the subject areas of reading, writing, mathematics, science, and social studies in accordance with timelines established by the State Board of Education, but in no event later than one year following the adoption or modification of state standards.

We have amended Policy 6212 to incorporate the Mathematics standards that were adopted by the State Board in September, 2015.

**12. Policy 6284—Initiations, Hazing, Secret Clubs and Outside Organizations**

The anti-hazing statute<sup>4</sup> had formerly been applicable only to post-secondary students. LB 710 extended the statute to include everyone. LB 710 also expanded the list of what constitutes hazing.

Policy 6284 was developed in 2013 even though the anti-hazing statute had not yet been extended to public school students. We have now revised the policy to include the additional hazing activities that were added by LB 710.

**13. Policy 6286—Return to Learn from Cancer**

LB 511 from the 2015 legislative session requires schools to “establish a return-to-learn protocol for students returning to school after being treated for pediatric cancer.” Policy 6286 was developed in response.

The policy references training approved by the chief medical officer of the State. However, we have been informed that there is no one currently with HHS in that position. Moreover, HHS does not intend to approve any training on the subject of a student returning to school after being treated for cancer. Accordingly, the reference to the chief medical officer has been stricken from the policy.

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<sup>3</sup> Section 79-760.02.

<sup>4</sup> Section 28-311.06.

**14. Policy 6410— Title I Parental and Family Involvement ESSA**

The ESSA includes changes to parental involvement in the Title I schools. The primary impact is to expand the requirements from parents to “parents and family members.” We have revised Policy 6410 accordingly.

**15. Policy 6800—Internet Safety and Acceptable Use Policy/COPPA**

Policy 6800 provides that the district’s technology resources are not to be used for personal use. Given that many districts permit personal use if the employee has entered into a limited lease agreement with the district, we have revised the policy to allow personal use where a lease exists.

Also, COPPA requires that schools obtain verifiable parental consent before allowing third parties to access student data on-line. We have updated the internet use policy to incorporate the requirements of COPPA.

**16. Policy 6920—Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes**

The statute on student self-management of asthma and anaphylaxis<sup>5</sup> requires medical authorization by the student’s physician. LB 1086 amends the physician reference to also include “other health care professional who prescribed the medication for treatment of the student's condition.”

Policy 6920 and the attendant asthma and self-management plan form have been revised to provide for authorization from other health care professionals (instead of only the student’s physician).

We note that a similar change was not made to the statute on self-management of diabetes.<sup>6</sup>

We have also included these changes made by LB 1086 on Form 6920A.

**17. Policy 8270—Conflict of Interest Procedures**

The conflict statute related to the employment of family members<sup>7</sup> requires that Nebraska Accountability and Disclosure Commission (NADC) Form C-4 be filed with the Board of Education.

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<sup>5</sup> Section 79-224.

<sup>6</sup> Section 79-225.

<sup>7</sup> Section 49-1499.04: (1) An official or employee of a political subdivision may employ or recommend or supervise the employment of an immediate family member if (a) he or she does not abuse his or her official position as described in section 49-1499.05, (b) he or she makes a full disclosure on the record to the governing body of the political subdivision and a written disclosure to the person in charge of keeping records for the governing body, and (c) the governing body of the political subdivision approves the employment or supervisory position.

Policy 8270 had provided that the form was also to be filed with the NADC. However, the form now provides: "Disclosure need not be made to the Nebraska Accountability and Disclosure Commission." We have revised Policy 8270 to delete the reference to filing with the NADC.

## **18. Policy 9341—Voting**

The Open Meetings Act requires that motions be made and seconded by "roll call vote of the public body in open session."<sup>8</sup> LB 876 amended the Act to permit electronic voting, so long as the votes of the board members may be readily seen by the public.

Policy 9341 was amended to provide for the use of an electronic voting device in the event any Board of Education chooses to use that option.

## **19. ESSA Changes**

The Every Student Succeeds Act was signed on December 10, 2015. It will replace the No Child Left Behind Act of 2001. Policies that refer to the NCLB have been amended to reflect the enactment of the ESSA.

The policies affected include:

- Index – Series 3000
- Index – Series 4000
- Policy 5104—Drug Free Schools
- Index – Series 6000

In addition, the ESSA requires that a notice be posted, in a public place, to inform taxpayers how to report suspected improper use of taxpayer funds. This requirement can be met by posting the enclosed notice in a public place in your District's building.

### **Conclusion**

If you need anything further with regard to these documents or have questions, please contact either Greg ([gperry@perrylawfirm.com](mailto:gperry@perrylawfirm.com)) or Rex ([rschultze@perrylawfirm.com](mailto:rschultze@perrylawfirm.com)).

School Districts that receive this Memo and the enclosures should consult with their school attorney for independent legal advice.

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<sup>8</sup> Section 84-1413(2).

Business OperationsSale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: [Insert Date]

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Minden Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Minden Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

**Provisions for Waiver of Application Deadline** (Waiver unless at capacity):

The application deadline will be waived by the School Board for applications to option into the Minden Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Minden Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Minden Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

**Provisions for Release** (Release unless Expulsion is Pending):

A request for release of a resident student of the Minden Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has

recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School Board and the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Minden Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Minden Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Minden Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student

on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Minden Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246

Date of Adoption: [Insert Date]

StudentsAcademic Progress

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in the elementary, middle school, and high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Date of Adoption: [Insert Date]

StudentsHomeless Students

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
  - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
    - i. homeless children are identified by school personnel;
    - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
    - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
    - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
    - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
    - vi. enrollment disputes are mediated in accordance with law; and
    - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
  - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
  - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A

homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

- d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
  - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
  - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
  - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
  - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
  - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.

- i. The placement shall be at either:
    1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
    2. The school of the attendance area in which the child is actually living.
  - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
  - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
  - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
  - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.
- a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
  - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless

Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.

- c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
    - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
    - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
    - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
    - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
    - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
  - b. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
  - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
  - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.

6. Right to Appeal.

- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
- b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Legal Reference:      Neb. Rev. Stat. § 79-215  
                             Nebraska Department of Education Rule 19  
                             McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.

Date of Adoption:      [Insert Date]

Instruction

The Program of Instruction

The minimum program of instruction in the schools shall be that prescribed by the statutes. The statutory curriculum may be augmented and extended to provide for the educational needs of individual pupils and differing areas in the School District.

The District shall educate staff and students about the harms of copyright piracy.

Legal Reference: Rule 10; ESSA

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:      Neb. Rev. Stat. §§ 79-2,101 to 79-2,103  
                                 Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                                 Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption:      [Insert Date]

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Neb. Rev. Stat. §§ 79-2,148

Date of Adoption: [Insert Date]

InstructionTitle I Parental and Family Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. Minden Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Minden Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Minden Public Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such

compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Minden Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will

operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: [Insert Date]

Minden Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Minden Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Minden Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Minden Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Minden Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Minden Public Schools, any of its employees, or any institution providing network access to Minden Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Minden Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Minden Public Schools community understand and agree to these rules of conduct, Minden Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Minden Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Minden Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Minden Public Schools, any of its employees, or any institution providing network access to Minden Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Minden Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of Minden Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Minden Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Minden Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Minden Public Schools, any of its employees, or any institution providing network access to Minden Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Plan For \_\_\_\_\_ (Student) Dated: \_\_\_\_\_

**ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**I. CONTACT AND PLAN INFORMATION**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Month) (Day) (Year)

Health Condition:  Asthma  Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

Mother/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Student's Doctor/Health Care Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Other Emergency Contacts: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**II. PARENT OR GUARDIAN  
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that [Name] Public Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. STUDENT AGREEMENT**

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. MEDICAL MANAGEMENT PLAN**

**A. Health care services the Student may receive at school relating to Student's Health Condition:** See Guidelines (Part V).

**B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication
  - May have medication in Student's possession at any time.
  - May have medication in Student's possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
  - May not have medication in Student's possession except for emergency use.
  
2. Self-Administration of Prescription Asthma/Anaphylaxis Medication
  - May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
  - May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
  - May not self-administer except for emergency use.

**C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.**

**D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student:** See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

**E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:**

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student's own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Student Asthma/Anaphylaxis Action Plan**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

**EXERCISE PRECAUTION** - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

|  |  |
|--|--|
| <p><b><u>ASTHMA TREATMENT</u></b><br/>                 Give or self-administer <b>quick relief medication</b> when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.<br/> <b>Quick relief medication:</b></p> <p><input type="checkbox"/> Albuterol inhaler (Proventil, Ventolin) 2 inhalations</p> <p><input type="checkbox"/> Pirbuterol inhaler (Maxair) 2 inhalations</p> <p><input type="checkbox"/> Albuterol inhaled <i>by nebulizer</i> (Proventil, Ventolin)</p> <p style="padding-left: 40px;"><input type="checkbox"/> 0.63 mg/3 mL</p> <p style="padding-left: 40px;"><input type="checkbox"/> 1.25 mg/3 mL</p> <p><input type="checkbox"/> Levalbuterol inhaled <i>by nebulizer</i> (Xopenex)</p> <p style="padding-left: 40px;"><input type="checkbox"/> 0.31 mg/3 mL</p> <p style="padding-left: 40px;"><input type="checkbox"/> 0.63 mg/3 mL</p> <p style="padding-left: 40px;"><input type="checkbox"/> 1.25 mg/3 mL</p> <p><input type="checkbox"/> May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.</p> | <p><b>IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED</b></p> <p><b>If after 10 minutes:</b></p> <ul style="list-style-type: none"> <li>• Symptoms are improved, student may return to classroom after notifying parent/guardian.</li> <li>• If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student’s ability to remain in school for the day.</li> <li>• <b><i>If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).</i></b></li> </ul> |
|--|--|

|   |   |
|---|---|
| <p><b><u>ANAPHYLAXIS TREATMENT</u></b><br/>                 Give or self-administer <b>epinephrine</b> when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck “sucking in”), lips or fingernails turning blue, or trouble talking (shortness of breath).</p> <p><input type="checkbox"/> The Student has severe allergies to the following:</p> <p>_____</p> <p><input type="checkbox"/> Epinephrine injection (please specify):</p> <p style="padding-left: 40px;"><input type="checkbox"/> EpiPen 0.3 mg                      <input type="checkbox"/> Twinject 0.3 mg</p> <p style="padding-left: 40px;"><input type="checkbox"/> EpiPen Jr. 0.15 mg                      <input type="checkbox"/> Twinject 0.15 mg</p> <p><input type="checkbox"/> May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.</p> | <p><b>IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED</b></p> <ul style="list-style-type: none"> <li>• <b><i>CALL 911 and closely observe the student.</i></b></li> <li>• Notify parent/guardian immediately.</li> <li>• Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.</li> <li>• <i>If student does not improve or continues to worsen, INITIATE Nebraska’s schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).</i></li> </ul> |
|---|---|

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions \_\_\_\_\_

I am the Student’s Physician or other health care professional who prescribed the medication for treatment of the student's condition. Student has  Asthma  Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student’s Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student’s Health Condition at school in accordance with the Plan.

Physician signature: \_\_\_\_\_

Date: \_\_\_\_\_

**V. GUIDELINES FOR  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student’s health or prescribed treatment or student’s ability to self-manage.

**Medications:** The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

**Health care services the Student may receive at school relating to Student’s Health Condition.**

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student’s asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student shall promptly notify the school nurse, the school nurse’s designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school’s drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student’s access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

**Sharing Plan:** It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the

Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed  Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Asthma/Allergy Self-Management Log**

**Student Name** \_\_\_\_\_

**Student Date of Birth** \_\_\_\_\_

| Date Started | Medication | Dosage | Time | Frequency | Physician | Phone # |
|--------------|------------|--------|------|-----------|-----------|---------|
|              |            |        |      |           |           |         |

| Date/time of report | Date/time administration | Observation/Complications | Employee Recording Student Report | Parent Notification   |
|---------------------|--------------------------|---------------------------|-----------------------------------|---|
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |
|                     |                          |                           |                                   | Date: _____<br><input type="checkbox"/> Phone <input type="checkbox"/> Form |

Parents/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:
- (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
  - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: [Insert Date]

Bylaws of the Board - Meetings

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: [Insert Date]

John M. Guthery  
Thomas M. Haase  
James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R.J. Shortridge\*  
Jeanette Stull  
Corey L. Stull\*  
Joshua J. Schauer \*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
Charles Kaplan



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Of Counsel  
Richard D. Sievers  
Kelley Baker

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\*Also Admitted in Iowa  
\*\*Also Admitted in Kansas  
\*\*\*Also Admitted in Wyoming  
\*\*\*\*Also Admitted in Colorado

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## Perry Law Firm 2016 Annual Policy Update Service

**To:** Dr. Paul Tedesco, Administrator, ESU 11  
**From:** Gregory H. Perry and Rex R. Schultze  
**Date:** June 7, 2016

This is the 2016 Annual Policy Update.

For policies that are not entirely new, we have provided both “redline” and “clean” versions.

### 1. Policy 3090—Sale and Disposal of Property

Policy 3090 was changed to include the sale of real estate. In addition, approval of any sale of school property was changed from requiring four members, to two-thirds of the members of the Board of Education, at a regular meeting.<sup>1</sup>

### 2. Policy 3130—Purchasing Policies

As a result of the State Auditor’s increased attention to and scrutiny of credit card use, we have added a section for the use of credit cards for purchases on behalf of the School District. The procedures set forth in the section of Policy 3130 should satisfy the State Auditor.

### 3. Policy 3570 – ESSA

The Every Student Succeeds Act was signed on December 10, 2015. The law requires that schools that receive Title I funding:

- Notify parents of the right to receive information about the professional qualifications of their child’s teachers;
- Notify parents that they may opt out of testing; and
- Notify parents of certain matters related opportunities related to the Language Instruction (ELL) program.

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<sup>1</sup> Section 79-10,114 requires a vote of “at least two-thirds of all members of the board” for the sale of school property.

#### 4. Policy 4026—Prohibition on Aiding and Abetting Sexual Abuse

Section 8038 of the ESSA requires school districts to have a policy prohibiting helping a person get a job if it is known that the person engaged in sexual misconduct regarding a minor or a student in violation of the law.<sup>2</sup>

Policy 4026 has been prepared to comply with this part of the ESSA.

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<sup>2</sup> SEC. 8038. PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE.

Subpart 2 of part F of title VIII, as amended and redesignated by section 8001 of this Act, is further amended by adding at the end the following:

“SEC. 8546. PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE.

“(a) IN GENERAL.—A State, State educational agency, or local educational agency in the case of a local educational agency that receives Federal funds under this Act shall have laws, regulations, or policies that prohibit any individual who is a school employee, contractor, or agent, or any State educational agency or local educational agency, from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

“(b) EXCEPTION.—The requirements of subsection (a) shall not apply if the information giving rise to probable cause—

“(1)(A) has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and

“(B) has been properly reported to any other authorities as required by Federal, State, or local law, including title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and

“(2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

“(B) the school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

“(C) the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

“(c) PROHIBITION.—The Secretary shall not have the authority to mandate, direct, or control the specific measures adopted by a State, State educational agency, or local educational agency under this section.

“(d) CONSTRUCTION.—Nothing in this section shall be construed to prevent a State from adopting, or to override a State law, regulation, or policy that provides, greater or additional protections to prohibit any individual who is a school employee, contractor, or agent, or any State educational agency or local educational agency, from assisting a school employee who engaged in sexual misconduct regarding a minor or student in violation of the law in obtaining a new job.”

## **5. Policy 4027 – Workplace Privacy Act**

LB 821 prohibits employers from accessing employees' electronic information, including passwords to social media accounts.

## **6. Policy 5006 – Option Enrollment**

LB 1066 amended Nebraska's Option Enrollment statute. Specifically, LB 1066 provides that, when adopting standards for accepting or denying late-filed applications (applications filed after March 15) as follows: "Standards shall not include that a request occurred after the deadline set forth in this subsection."

The option enrollment policy we provided previously had included an option of denying an application for the sole reason that the application was filed late. In response to LB 1066, we have deleted that as an option. If your current policy uses that as an option, you will need to amend your policy. If your policy uses different reasons for accepting or denying an application than simply that the application was filed late, you do not need to amend the standards in your policy.

LB 1067 amended the option enrollment statutes to state: "Option students who qualify for free lunches shall be eligible for either free transportation or transportation reimbursement as described in section 79-611 from the option school district pursuant to policies established by the school district . . ." We have revised the option policy to meet this requirement.

## **7. Policy 5203—Academic Progress**

Policy 5203 requires the academic reports (e.g. report cards) be "sent" to parents each quarter. With many schools now using electronic student records systems, it is not quite accurate to say that report cards are "sent" to parents. So we have changed the term to "made available."

## **8. Policy 5418—Homeless Student Policy**

Schools that have been audited by the NDE in the last year have been advised of the need to have a homeless policy with a more robust grievance procedure. Accordingly, Policy 5418 has been amended to provide an enhanced grievance procedure.

The ESSA also added a notice requirement that is reflected in the revised Policy 5418.

We have also removed the NCLB reference in the homeless policy forms.

**9. Policy 5419 – Mental Health Assessments or Reporting**

The ESSA requires that parental consent be obtained prior to a child under the age of 18 participating in any mental health assessment or service. We have revised Policy 5419 to meet this requirement.

**10. Policy 6020—ESSA-Copyright instruction**

The ESSA requires that students be given education about the harms of copyright piracy. We have revised Policy 6020 to incorporate this requirement.

**11. Policy 6212—Assessments—Academic Content Standards**

The statute related to adoption of state standards<sup>3</sup> requires districts to adopt academic content standards in the subject areas of reading, writing, mathematics, science, and social studies in accordance with timelines established by the State Board of Education, but in no event later than one year following the adoption or modification of state standards.

We have amended Policy 6212 to incorporate the Mathematics standards that were adopted by the State Board in September, 2015.

**12. Policy 6284—Initiations, Hazing, Secret Clubs and Outside Organizations**

The anti-hazing statute<sup>4</sup> had formerly been applicable only to post-secondary students. LB 710 extended the statute to include everyone. LB 710 also expanded the list of what constitutes hazing.

Policy 6284 was developed in 2013 even though the anti-hazing statute had not yet been extended to public school students. We have now revised the policy to include the additional hazing activities that were added by LB 710.

**13. Policy 6286—Return to Learn from Cancer**

LB 511 from the 2015 legislative session requires schools to “establish a return-to-learn protocol for students returning to school after being treated for pediatric cancer.” Policy 6286 was developed in response.

The policy references training approved by the chief medical officer of the State. However, we have been informed that there is no one currently with HHS in that position. Moreover, HHS does not intend to approve any training on the subject of a student returning to school after being treated for cancer. Accordingly, the reference to the chief medical officer has been stricken from the policy.

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<sup>3</sup> Section 79-760.02.

<sup>4</sup> Section 28-311.06.

**14. Policy 6410— Title I Parental and Family Involvement ESSA**

The ESSA includes changes to parental involvement in the Title I schools. The primary impact is to expand the requirements from parents to “parents and family members.” We have revised Policy 6410 accordingly.

**15. Policy 6800—Internet Safety and Acceptable Use Policy/COPPA**

Policy 6800 provides that the district’s technology resources are not to be used for personal use. Given that many districts permit personal use if the employee has entered into a limited lease agreement with the district, we have revised the policy to allow personal use where a lease exists.

Also, COPPA requires that schools obtain verifiable parental consent before allowing third parties to access student data on-line. We have updated the internet use policy to incorporate the requirements of COPPA.

**16. Policy 6920—Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes**

The statute on student self-management of asthma and anaphylaxis<sup>5</sup> requires medical authorization by the student’s physician. LB 1086 amends the physician reference to also include “other health care professional who prescribed the medication for treatment of the student's condition.”

Policy 6920 and the attendant asthma and self-management plan form have been revised to provide for authorization from other health care professionals (instead of only the student’s physician).

We note that a similar change was not made to the statute on self-management of diabetes.<sup>6</sup>

We have also included these changes made by LB 1086 on Form 6920A.

**17. Policy 8270—Conflict of Interest Procedures**

The conflict statute related to the employment of family members<sup>7</sup> requires that Nebraska Accountability and Disclosure Commission (NADC) Form C-4 be filed with the Board of Education.

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<sup>5</sup> Section 79-224.

<sup>6</sup> Section 79-225.

<sup>7</sup> Section 49-1499.04: (1) An official or employee of a political subdivision may employ or recommend or supervise the employment of an immediate family member if (a) he or she does not abuse his or her official position as described in section 49-1499.05, (b) he or she makes a full disclosure on the record to the governing body of the political subdivision and a written disclosure to the person in charge of keeping records for the governing body, and (c) the governing body of the political subdivision approves the employment or supervisory position.

Policy 8270 had provided that the form was also to be filed with the NADC. However, the form now provides: "Disclosure need not be made to the Nebraska Accountability and Disclosure Commission." We have revised Policy 8270 to delete the reference to filing with the NADC.

## **18. Policy 9341—Voting**

The Open Meetings Act requires that motions be made and seconded by "roll call vote of the public body in open session."<sup>8</sup> LB 876 amended the Act to permit electronic voting, so long as the votes of the board members may be readily seen by the public.

Policy 9341 was amended to provide for the use of an electronic voting device in the event any Board of Education chooses to use that option.

## **19. ESSA Changes**

The Every Student Succeeds Act was signed on December 10, 2015. It will replace the No Child Left Behind Act of 2001. Policies that refer to the NCLB have been amended to reflect the enactment of the ESSA.

The policies affected include:

- Index – Series 3000
- Index – Series 4000
- Policy 5104—Drug Free Schools
- Index – Series 6000

In addition, the ESSA requires that a notice be posted, in a public place, to inform taxpayers how to report suspected improper use of taxpayer funds. This requirement can be met by posting the enclosed notice in a public place in your District's building.

### **Conclusion**

If you need anything further with regard to these documents or have questions, please contact either Greg ([gperry@perrylawfirm.com](mailto:gperry@perrylawfirm.com)) or Rex ([rschultze@perrylawfirm.com](mailto:rschultze@perrylawfirm.com)).

School Districts that receive this Memo and the enclosures should consult with their school attorney for independent legal advice.

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<sup>8</sup> Section 84-1413(2).

Personnel - All EmployeesProhibition on Aiding and Abetting Sexual Abuse

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

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

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

Legal Reference: **ESSA sec. 8038, § 8546**

Date of Adoption: [Insert Date]

Personnel - All EmployeesWorkplace Privacy Policy

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

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

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

Legal Reference:       Laws 2016, LB 821  
Date of Adoption:     [Insert Date]

StudentsStudent Privacy Protection Policy

It is the policy of Minden Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties  
Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive  
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials  
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

#### Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities

Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act  
Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;  
Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g;  
Neb. Rev. Stat. Sec. 79-530 to 79-533

Date of Adoption: [Insert Date]



Nebraska Rural Community Schools Association  
455 S.11th St, Ste B  
Lincoln, NE 68508

**Invoice #: 2016-17 Member**  
**Date: 6/21/2016**

**Bill To:**  
MINDEN PUBLIC SCHOOLS  
PO BOX 301  
MINDEN NE 68959

**For: NRCSA Membership Dues**

| Description                                  | Amount          |
|--|-----------------|
| <i>2016-17 NRCSA Membership Dues Renewal</i> | <i>\$850.00</i> |

**Total:** **\$850.00**

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028  
or e-mail: [jbundy@nrcca.net](mailto:jbundy@nrcca.net)

## **Digital Device and Policies and Procedures for 1:1 Program Minden High School**

The use of Google Chromebooks and device at Minden High School is the cornerstone of the digital device initiative of our school. Students will be using Google Chromebooks and device to expand learning opportunities in every grade.

The policies, procedures and information within this document apply to all Google Chromebooks and ipads and other electronic devices used at Minden High School.

**For the purposes of this document all electronic devices such as Google Chromebooks, iPads, and other types/brands of electronic devices will be referred to under the generic term “electronic device” or “device”.**

### **1. Receiving Device & Check-In**

#### 1.1 Receiving Device

Devices will be distributed to students during the first week of school. Parents and students must sign and return copies of the Digital Network Use Guidelines and Policies, and Procedures for 1:1 Program prior to student receiving device.

#### 1.2 Device Check-In

Device will be returned during the final week of school and examined for serviceability. Students who transfer out during the school year will return the device on their last day.

#### 1.3 Check-In Fines

Individual school devices and accessories must be returned to the designated school employee at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at the Minden Public Schools must return their individual school device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device (approximately \$300-500). Failure to return the device will result in a theft report being filed with the Minden Police Department.

Students will be responsible for any damage to the device and accessories. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

### **2. Taking Care of Your Device:**

Students are responsible for the general care of the device they have been issued by the school. A device that is broken or fails to work properly must be taken to the building technology coordinator for an evaluation of the equipment.

#### 2.1 General Precautions

- The student issued device is school property. Fines will be assessed for any damage to the device or accessories.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Device and case must remain free of any writing, drawing, stickers, or labels.
- Some devices may be issued with protective cases. Students may not remove the protective case from the device at anytime. Only school personnel may remove an device from its case.
- Devices must never be left in an unlocked locker or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying Devices: The protective cases provided with some devices have sufficient padding to protect the devices from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below are to be followed:

- Devices that are issued in protective cases must always remain within the protective case.
- When carrying the electronic device from class to class, placing it in a book bag, locker, or designated storage area, students must be aware that placing pressure to the screen may cause damage to the device. Students are not to place books or any object on top of the device.

2.3 Screen Care: The screens on any device can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of electronic device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- The screen is only to be cleaned with a microfiber soft cloth. No water or cleanser is to be used on the screen. Use of chemicals WILL damage the screen.
- Do not “bump” the electronic device against lockers, walls, floors, etc. as it will eventually break the screen.

### **3. Your device is intended for use at school each day.**

In addition to teacher expectations, school messages, announcements, calendars and schedules may be accessed using your device or computer. Students are responsible for bringing their device to class.

3.1 Devices Undergoing Repair: Loaner Devices may be issued to students if their issued device is being repaired. This will only be after arrangements have been made identifying responsibility for the cost of the repair.

3.2 Charging Your Device's Battery: If the student is not taking the device home, students will be responsible for securing of device and making sure device is charged for the next school day. Devices should never be left in unlocked lockers or classrooms. .

### 3.3 Screensavers

- The wallpaper or screensaver on the student device will be of the student or be a picture of the student's name. Wallpaper/screensaver must be appropriate according to rules and expectations outlined in the student handbook.
- Passwords must be used.

### 3.5 Sound, Music, Games, Programs, or Apps

- Only school preloaded accounts will be allowed on the iPad. These include but are not limited to: email, iTunes, Apple ID, etc. Students may not add personal accounts.
- Students may not download anything to the iPad without staff permission.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Students must provide their own headphones.

#### **4. Software on devices:**

4.1 Originally Installed Software: The software/apps originally installed by the Minden Public School District must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use. Periodic checks of devices will be made to ensure that students have not removed required apps.

4.2 Additional Software: Students are not allowed to load extra software/apps on their devices.

4.3 Inspection Minden Public Schools: staff may inspect student devices at anytime.

4.4 Procedure for Reloading Software: If technical difficulties occur or illegal software or unauthorized Minden Public School installed apps are discovered, the device will be taken, erased and reformatted. The school does not accept responsibility for the loss of any app, software, documents, pictures, music, deleted due to a reformatting.

4.5 Software Upgrades: Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.

#### **5. Acceptable Use:**

The use of the Minden Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Minden Public Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled with the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Minden High School Digital Use Guidelines Acceptable and Minden High School Student Handbook procedures shall be applied to student infractions.

*Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.*

##### 5.1 School Responsibilities:

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Minden Public Schools personnel may review, monitor, and restrict information stored on or transmitted at anytime.
- School will provide staff guidance to aid students in doing research and help assure student compliance with the policies of the Minden Public Schools and Minden High School administrative policies and procedures.

## 5.2 Student Responsibilities

- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to electronic device/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Students will help Minden Public Schools protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always secure their “electronic device” after they are done working to protect their work and information.
  - If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, the student will not delete the message and must report the information to school personnel immediately.

## 5.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, racist, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of “electronic device” setting (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.

(continued on next page)

### 5.3 Student Activities Strictly Prohibited (continued from previous page)

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

5.4 “Electronic device” Care: Students will be held responsible for maintaining their individual device and keeping them in good working order. Students will be responsible for damages to their device.

- “Electronic device” batteries must be charged and ready for school each day.
- Cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Student issued “electronic device” that malfunction or are damaged must be reported to school personnel for immediate action. The school district will be responsible for repairing the device that malfunction. Devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student.
- Students will be responsible for the entire cost of repairs to device that are damaged due to the negligent action of the student.
- Devices that are stolen or lost must be reported immediately to the Office.

### 5.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is forbidden. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## **6. Protecting & Storing Your iPad Computer:**

6.1 Electronic Device Identification: Student electronic device will be labeled in the manner specified by the school.

6.2 Storing Your Electronic Devices: While at school, when students are not using their device, they are to be stored in a secured area i.e. a locked locker, locked classroom, or designated supervised area at school. Nothing should be placed on top of the iPad when stored.

***When at home, the student’s electronic device needs to be kept in a safe, secure, and climate controlled charging area, away from heat, cold and liquids. Do NOT leave your electronic device in a place that is experiencing extreme hot or cold conditions. Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage. Do not leave an device in a vehicle, outside, or any area without climate control.***

6.3 Device Left in Unsupervised Areas: Under no circumstances should the issued electronic device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, restrooms, library, unlocked classrooms, dressing rooms and hallways. Any electronic device left in these areas is in danger of being stolen. If a student issued electronic device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of technology usage privileges, fines, and/or other disciplinary actions.

### **7. Cost of Repairs:**

Students will be responsible for damages to their student issued electronic device and its accessories. This includes, but not limited to, broken screens, cracked plastic pieces, tears to the neoprene cover, inoperable parts, etc. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (approximately \$300-\$500). Lost or damaged accessories will be charged to the student at full replacement cost.

The school will offer a self protection plan for all student issued electronic device. Students taking their electronic home will be required to participate in the self protection program referred to as the Minden High School, Minden Public Schools Protection Plan.

## Minden High School Student Pledge for Electronic Device Use

- I will take good care of my student issued electronic device.
- I will never leave my electronic device unattended.
- I will never loan out my electronic device to other individuals.
- I will know where my electronic device is at all times.
- I will charge my electronic device's battery daily.
- I will keep food and beverages away from my "electronic device" since they may cause damage to the "device".
- I will not disassemble any part of my "electronic device" or attempt any repairs.
- I will use my "device" in ways that are appropriate and educational.
- I will not place decorations (such as stickers, markers, etc.) on my "device" or case; I will not deface the serial number on any "device."
- I understand that my issued "electronic device" is subject to inspection at any time without notice and remains the property of the Minden Public Schools.
- I will follow the policies outlined in the Minden High School Student Handbook and Digital Device and Policy and Procedures for 1:1 Program.
- I will immediately report to the high school office any damage, theft, vandalism, and other acts which negatively affect my issued "electronic device".
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return my issued "electronic device", case, and power cords in good working condition.

***I agree to the stipulations set forth in this document and the Minden High School Student Handbook. Please sign and return page 6 to your first period class teacher.***

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Minden High School, Minden Public Schools Electronic Device Self Protection Plan Minden High School, Minden Public Schools recognizes that with the implementation of the electronic device initiative there is a need to protect the investment by both the District and the Student/Parent/Caregiver. The following outlines the School District Protection Plan.

School District Protection Minden High School, Minden Public Schools Protection Plan is a district self protection plan available to students and parents to cover device repairs for accidental damage, or maintenance, and in some cases, replacement in the event of theft/loss. The nonrefundable one time cost of the plan is \$35 per electronic device. Purchased plans remain in place during the time the student is enrolled at Minden High School. The plan will cover repairs to a student's electronic device up to \$200. Any additional cost of repair will be charged to the student/parent/caregiver. Additional school device self protection may be purchased if a student exceeds the \$200 coverage of his/her original plan. The School District protection plan fees will be placed into an account to self fund the electronic device repairs and replacement.

The School District protection plan may not be applied to lost or stolen device (exception under Additional Information), or damage resulting from the student's actions which is identified by the administration as gross negligence or intentional. The plan does not cover damaged or lost accessories i.e. case, charging devices, cable. Loss or damage to accessories will result in full replacement cost being changed to the student/parent/caregiver.

The parent/caregiver will need to purchase this protection plan through the Minden High School office before their student is allowed to take a school issued electronic device home. Students not participating in the plan will be required to finish all digital school work between the hours of 7:00 AM and 4:30 PM, Monday through Thursday, and 7:00 AM and 3:00 PM on Friday.

Additional Information The Minden High School, Minden Public Schools Protection plan may be applied in cases of theft, or other criminal acts, if the parent/caregiver files a police report with the Minden Police Department or the Nebraska State Patrol. A copy of the police report must be provided to the office for the School District Protection Plan to be used.

The School District Protection Plan DOES NOT cover intentional damage to a student's school issued electronic device or intentional damage a student may perpetrate on another student's school issued electronic device. The protection plan only applies to device provided by the Minden Public Schools.

Students who do not take their electronic device home are encouraged to participate in the district self protection plan to cover accidental damage to their device while at school.

Personal Home or Homeowners Insurance Coverage If students or parents wish to carry their own additional personal insurance to protect the electronic device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the electronic device. Most insurance companies will require a rider for electronics and only provide so much coverage and generally at a higher deductible.

**On the following page is the Minden High School, Minden Public Schools Electronic Device Self-Protection Plan Form. Please complete the form and return it to the high school office with a check for \$35 or cash. A receipt will be emailed or mailed to you.**

**Minden High School, Minden Public Schools**

**Electronic Device**

**Self-Protection Plan**

***Please complete one form for each student you have in grades 11th and 12th who will be participating in the self protection plan.***

***My student and I wish to participate in the Minden High School, Minden Public Schools Electronic Device Protection Plan.***

Student Name (please print):

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Parent/Caregiver Name (please print):

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Parent Email Address:

\_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code:

\_\_\_\_\_

**If you do not wish to participate in the self protection plan please complete the information below and return this form to the high school office.**

I have been offered the plan and have declined.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Below is for Office Use Only)

**Minden High School, Minden Public Schools Self Protection iPad Protection Plan**

**Receipt No:** \_\_\_\_\_

Payment received by Minden High School Office \$35.      Cash              Check

Student(s) Insured: \_\_\_\_\_ Grade \_\_\_\_\_ Date

\_\_\_\_\_

Rec'd by \_\_\_\_\_