

Minden Public Schools
Board of Education
Board of Education Regular Meeting
Minden High School Media Center
543 West Fifth
Monday, July 8, 2019 7:30 PM

1. Call to Order
2. Public Comment
 - a. D.A. Davidson Presentation
3. Consent Agenda
 - a. Consider Minutes from June 10 Meeting
 - b. Consider Financial Reports
 - c. Consider Expenditures and Claims for Payment
4. Reports
 - a. Board Committees
 - b. Principals
 - c. Superintendent
 - d. Other
5. Policy Review and Updates
6. Action Items
 - a. Consider, Discuss, and Take Action on Issuance of General Obligation Refunding Bonds for Refinancing Current Bonds
 - b. Consider, Discuss, and Take Action on Adoption of Policy 4030 Wage Information and Policy 5012 Military Recruiters -- final reading
 - c. Consider, Discuss, and Take Action on Amendments to Policy 1120 Tobacco Policy, Policy 3130 Purchasing Policies, Policy 3131 Procurement Plan, Policy 5001 Admission Requirements, Policy 5101 Student Discipline, Policy 5103 Extracurricular Activity, Policy 5104 Drug & Substance Abuse & Prevention, Policy 5305 School Dances, Policy 6211 Curriculum - Assessments, Policy 8151 Standing Committees, and Policy 8153 Standing Committee on American Civics -- final readings
 - d. Consider, Discuss, and Take Action on Reaffirmation of Policy 6370 Multicultural Education
 - e. Consider, Discuss, and Take Action on 2019-20 Preschool, East Elementary, C.L.Jones, High School, and Staff Handbooks
 - f. Consider, Discuss, and Take Action on 2018-19 Auditing Services
 - g. Consider, Discuss, and Take Action on Authorization for the 2019-20 School Food Service Program
 - h. Consider, Discuss, and Take Action on Bid from Chramosta Construction for Auditorium Safety Glass Installation
7. Executive Session
 - a. Enter Executive Session

- b. Exit Executive Session
- 8. Next Meeting
- 9. Adjournment

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
June 10, 2019**

The agenda for the June 10, 2019 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 notice was published in the local paper.

The board meeting began at 7:30 pm with all board members present, except Carpenter and Glanzer.

Motion by Grams and second by Rhynalds to excuse the absence of Carpenter and Glanzer. Roll call: Carpenter, absent; Glanzer, absent; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Grams to approve the consent agenda consisting of minutes from the May 13 meeting, financial reports, and claims for payment. Roll call: Carpenter, absent; Glanzer, absent; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

The board considered the first reading for the adoption of Policy 4030 Wage Information and Policy 5012 Military Recruiters in consideration of adoption.

The board considered the first reading of the amendments to Policy 1120 Tobacco Policy, Policy 3130 Purchasing Policies, Policy 3131 Procurement Plan, Policy 5001 Admission Requirements, Policy 5101 Student Discipline, Policy 5103 Extracurricular Activity, Policy 5104 Drug & Substance Abuse & Prevention, Policy 5305 School Dances, Policy 6211 Curriculum - Assessments, Policy 8151 Standing Committees, and Policy 8153 Standing Committee on American Civics.

Glanzer entered the meeting at 7:39 pm.

Motion by Grams and second by Raun to approve the contracts of Carly Sitorius as Kindergarten teacher and Mindy Boudreau as Kindergarten teacher for the 2019-20 school year, pending background check. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Jacobsen to approve Scott Johnson as District Treasurer for the remainder of the year. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Glanzer to authorize James Widdifield as the representative of Minden Public Schools to sign claims and forms for all federal programs for the 2019-20 school year. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Grams to authorize and direct the Superintendent or his designee to dispose of all obsolete furniture, books, materials, and equipment in the most favorable manner to the District in accordance with all laws, rules, and regulations pertaining to such disposition. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

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

Motion by Rhynalds and second by Glanzer to approve the bid from Chramosta Cconstruction for concrete work. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Rhynalds to reject all bids received on June 6, 2019, for the construction of improvements to the Minden High School playing field and competitive running track and direct the Superintendent of Schools and the Project Architects, W Design, to notify all bidders of the rejection of such bids. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:06 pm, a motion was made by Grams and second by Rhynalds to adjourn the meeting. Roll call: Carpenter, absent; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Secretary, Board of Education

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT
June 30, 2019

SCHOOL BALANCE - May 31, 2019			\$132,278.37
Current Months Receipts			\$933,962.18
Transfers from Investments			\$0.00
Total Beginning Balance and Receipts			\$1,066,240.55
Less: Disbursements			\$927,388.35
Transfer to Investments			\$0.00
Total Disbursements			\$927,388.35
SCHOOL BALANCE - June 30, 2019			\$138,852.20
BALANCE PER BANK STATEMENT - June 30, 2019			\$165,017.02
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$26,164.82
RECONCILED BANK BALANCE - June 30, 2019			\$138,852.20
		(Balance - June 30, 2018 = \$128,820.48)	
GENERAL FUND INVESTMENTS			\$3,605,936.61
Money Market Minden Exchange	\$2,331,756.70	0.65% demand	
Money Market First Bank	\$1,274,179.91	0.71% demand	
		(Balance June 30, 2018 = \$3,851,221.79)	
DEPRECIATION FUND INVESTED			\$681,647.20
Money Market Minden Exchange Bank	\$4,387.24	0.65% demand	
Money Market First Bank	\$117,877.93	0.71% demand	
NE Liquid Asset Fund - Depreciation Fund	\$559,376.84	2.14% demand	
Checking Minden Exchange Bank	\$5.19		
		(Balance June 30, 2018 = \$1,085,469.75)	
BUILDING FUND			\$2,407,236.35
Money Market Minden Exchange Bank	\$565,077.58	0.65% demand	
Money Market First Bank	\$57,903.73	0.51% demand	
NE Liquid Asset Fund - Building Fund	\$1,784,253.57	2.14% demand	
Checking Minden Exchange Bank	\$1.47		
		(Balance June 30, 2018 = \$3,190,213.35)	
BOND FUND			\$1,809,929.01
Money Market Minden Exchange Bank	\$561,088.82	0.65% demand	
NE Liquid Asset Fund - Bond Fund	\$1,248,840.19	2.14% demand	
		(Balance June 30, 2018 = \$2,067,576.52)	
LUNCH FUND			\$49,117.26
Money Market First Bank	\$4,242.63	0.21% demand	
Checking First Bank	\$44,874.63		
		(Balance June 30, 2018 = \$23,342.55)	
FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$4,879,510.44	Plus 250M FDIC	
First Bank	\$2,910,000.00	Plus 250M FDIC	

Scott W. Johnson, Treasurer

MINDEN PUBLIC SCHOOLS
 TREASURER'S REPORT SUPPLEMENT
 ACCOUNT RECONCILIATIONS
 June 30, 2019

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
General Fund							
MEB	401505	\$132,278.37	\$933,962.18	\$0.00	\$927,388.35	\$138,852.20	\$128,820.48
MEB	601096	\$2,330,594.60	\$1,162.10	\$0.00	\$0.00	\$2,331,756.70	\$2,585,160.40
FB&T	801472	\$1,273,436.78	\$743.13	\$0.00	\$0.00	\$1,274,179.91	\$1,266,061.39
	Subtotal	\$3,736,309.75	\$935,867.41	\$0.00	\$927,388.35	\$3,744,788.81	\$3,980,042.27
Depreciation Fund							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$0.50
MEB	613109	\$4,385.05	\$2.19	\$0.00	\$0.00	\$4,387.24	\$1,412.55
FB&T	807982	\$117,809.18	\$68.75	\$0.00	\$0.00	\$117,877.93	\$529,387.59
NLAF	9300656	\$553,961.22	\$5,780.12	\$0.00	\$364.50	\$559,376.84	\$545,669.11
	Subtotal	\$676,160.64	\$5,851.06	\$0.00	\$364.50	\$681,647.20	\$1,076,469.75
EE Benefit Fund							
FB&T	801720	account closed 6-14-18				\$0.00	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund							
MEB	106690	\$1.47	\$0.00	\$38,007.00	\$38,007.00	\$1.47	\$1.47
MEB	603209	\$602,792.13	\$292.45	(\$38,007.00)	\$0.00	\$565,077.58	\$1,395,581.71
FB&T	801407	\$57,879.47	\$24.26	\$0.00	\$0.00	\$57,903.73	\$57,642.58
NLAF	9300655	\$1,763,691.76	\$21,565.17	\$0.00	\$1,003.36	\$1,784,253.57	\$1,736,987.59
	Subtotal	\$2,424,364.83	\$21,881.88	\$0.00	\$39,010.36	\$2,407,236.35	\$3,190,213.35
Bond Fund							
MEB	620112	\$747,404.59	\$148,510.48	\$0.00	\$334,826.25	\$561,088.82	\$2,067,576.52
NLAF	9300692	\$1,248,793.23	\$46.96	\$0.00	\$0.00	\$1,248,840.19	\$0.00
	Subtotal	\$1,996,197.82	\$148,557.44	\$0.00	\$334,826.25	\$1,809,929.01	\$2,067,576.52
Lunch Fund							
FB&T	990119	\$44,319.56	\$25,161.55	\$0.00	\$24,606.48	\$44,874.63	\$19,106.84
FB&T	801399	\$4,241.90	\$0.73	\$0.00	\$0.00	\$4,242.63	\$4,235.71
	Subtotal	\$48,561.46	\$25,162.28	\$0.00	\$24,606.48	\$49,117.26	\$23,342.55
Grand Total		\$8,881,594.50	\$1,137,320.07	\$0.00	\$1,326,195.94	\$8,692,718.63	\$10,337,644.44

2018/19 Projections vs. Actuals for General Fund

As of June 30, 2019

Income

2018/19 Budgeted Income = \$10,559,629.06

Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,032,728.59	\$2,036,104.28	\$3,375.69	\$3,375.69
October	\$593,451.15	\$470,375.41	(\$123,075.74)	(\$119,700.05)
November	\$152,058.66	\$148,489.70	(\$3,568.96)	(\$123,269.01)
December	\$149,946.73	\$146,320.51	(\$3,626.22)	(\$126,895.23)
January	\$1,814,144.27	\$1,466,010.88	(\$348,133.39)	(\$475,028.62)
February	\$836,322.62	\$859,739.30	\$23,416.68	(\$451,611.94)
March	\$544,876.86	\$611,488.41	\$66,611.55	(\$385,000.39)
April	\$472,015.42	\$437,685.43	(\$34,329.99)	(\$419,330.38)
May	\$2,715,936.59	\$2,761,432.91	\$45,496.32	(\$373,834.06)
June	\$938,751.02	\$931,903.58	(\$6,847.44)	(\$380,681.50)
July	\$125,659.59			
August	\$183,737.57			

Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,040,679.86	\$1,088,914.62	\$48,234.76	\$48,234.76
October	(\$264,776.07)	(\$357,672.33)	(\$92,896.26)	(\$44,661.50)
November	(\$732,711.66)	(\$684,189.77)	\$48,521.89	\$3,860.39
December	(\$711,598.37)	(\$678,750.04)	\$32,848.33	\$36,708.72
January	\$978,036.31	\$592,444.34	(\$385,591.97)	(\$348,883.25)
February	(\$23,010.56)	\$38,435.20	\$61,445.76	(\$287,437.49)
March	(\$307,820.54)	(\$213,258.14)	\$94,562.40	(\$192,875.09)
April	(\$398,377.39)	(\$379,903.61)	\$18,473.78	(\$174,401.31)
May	\$1,797,987.38	\$1,875,075.82	\$77,088.44	(\$97,312.87)
June	\$25,225.66	\$8,479.06	(\$16,746.60)	(\$114,059.47)
July	(\$793,395.58)			
August	(\$1,110,239.04)			

Expenses

2018/19 Budgeted Expenses = \$11,059,629.06

Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$992,048.73	\$947,189.66	(\$44,859.07)	(\$44,859.07)
October	\$858,227.22	\$828,047.74	(\$30,179.48)	(\$75,038.55)
November	\$884,770.32	\$832,679.47	(\$52,090.85)	(\$127,129.40)
December	\$861,545.10	\$825,070.55	(\$36,474.55)	(\$163,603.95)
January	\$836,107.96	\$873,566.54	\$37,458.58	(\$126,145.37)
February	\$859,333.18	\$821,304.10	(\$38,029.08)	(\$164,174.45)
March	\$852,697.40	\$824,746.55	(\$27,950.85)	(\$192,125.30)
April	\$870,392.81	\$817,589.04	(\$52,803.77)	(\$244,929.07)
May	\$917,949.21	\$886,357.09	(\$31,592.12)	(\$276,521.19)
June	\$913,525.36	\$923,424.52	\$9,899.16	(\$266,622.03)
July	\$919,055.17			
August	\$1,293,976.61			

General Fund Balance

Beginning Reconciled GF Balance = \$2,455,213.66

Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,495,893.52	\$3,544,128.28	\$48,234.76
October	\$3,231,117.45	\$3,186,455.95	(\$44,661.50)
November	\$2,498,405.79	\$2,502,266.18	\$3,860.39
December	\$1,786,807.42	\$1,823,516.14	\$36,708.72
January	\$2,764,843.73	\$2,415,960.48	(\$348,883.25)
February	\$2,741,833.17	\$2,454,395.68	(\$287,437.49)
March	\$2,434,012.63	\$2,241,137.54	(\$192,875.09)
April	\$2,035,635.24	\$1,861,233.93	(\$174,401.31)
May	\$3,833,622.62	\$3,736,309.75	(\$97,312.87)
June	\$3,858,848.28	\$3,744,788.81	(\$114,059.47)
July	\$3,065,452.70		
August	\$1,955,213.66		

General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$ 5,179,279.65	\$ 4,668,683.39	\$ 510,596.26	90.14
01125 - Academic Intervention (Flex Funding)	\$ 127,219.96	\$ 78,215.61	\$ 49,004.35	61.48
01200 - School Age SPED	\$ 1,028,121.92	\$ 867,154.87	\$ 160,967.05	84.34
01291 - Preschool Age 3-5	\$ 31,852.51	\$ 23,965.77	\$ 7,886.74	75.24
01292 - Preschool Age 0-2	\$ 3,145.96	\$ 1,680.86	\$ 1,465.10	53.43
01300 - Summer School	\$ 10,026.12	\$ 1,682.60	\$ 8,343.52	16.78
02120 - Guidance Counselor	\$ 293,316.79	\$ 268,828.80	\$ 24,487.99	91.65
02130 - Health Services	\$ 56,931.48	\$ 53,419.44	\$ 3,512.04	93.83
02140 - School Psychologist	\$ 60,710.16	\$ 59,290.45	\$ 1,419.71	97.66
02151 - Speech Path & Deaf Ed	\$ 126,480.01	\$ 112,138.28	\$ 14,341.73	88.66
02152 - Speech Path & Deaf Ed	\$ 4,626.94	\$ 2,816.93	\$ 1,810.01	60.88
02161 - Occupational Therapy	\$ 19,175.00	\$ 9,775.25	\$ 9,399.75	50.98
02171 - Physical Therapy	\$ 7,450.00	\$ 17,964.50	\$ (10,514.50)	241.13
02172 - Physical Therapy	\$ 100.00	\$ 1,174.25	\$ (1,074.25)	1174.25
02173 - Physical Therapy	\$ -	\$ 106.75	\$ (106.75)	
02190 - Student Activities	\$ 203,309.37	\$ 175,411.12	\$ 27,898.25	86.28
02213 - Instructional Staff Training	\$ -	\$ 2,013.69	\$ (2,013.69)	
02220 - Media Center	\$ 259,528.86	\$ 238,263.32	\$ 21,265.54	91.81
02240 - Assessment Coordinator	\$ 44,859.85	\$ 1,617.80	\$ 43,242.05	3.61
02310 - Board of Education	\$ 45,150.00	\$ 40,792.91	\$ 4,357.09	90.35
02320 - Superintendent	\$ 260,467.69	\$ 236,448.38	\$ 24,019.31	90.78
02330 - District Legal Services	\$ 40,000.00	\$ 30,569.53	\$ 9,430.47	76.42
02410 - Principal	\$ 597,699.79	\$ 532,585.53	\$ 65,114.26	89.11
02510 - Business Office	\$ 146,222.85	\$ 138,248.00	\$ 7,974.85	94.55
02610 - Custodial	\$ 774,578.50	\$ 693,799.27	\$ 80,779.23	89.57
02620 - Building Maintenance	\$ 483,693.84	\$ 265,361.83	\$ 218,332.01	54.86
02630 - Grounds Maintenance	\$ 238,378.28	\$ 146,083.35	\$ 92,294.93	61.28
02640 - Equipment Repair & Maintenance	\$ 30,798.54	\$ 30,539.90	\$ 258.64	99.16
02650 - Non-Pupil Vehicle	\$ 59,500.00	\$ 29,073.69	\$ 30,426.31	48.86
02660 - Security	\$ 23,000.00	\$ 1,926.74	\$ 21,073.26	8.38
02670 - Safety	\$ 7,000.00	\$ 15,862.17	\$ (8,862.17)	226.60
02710 - School Bus Driving	\$ 227,089.05	\$ 144,381.74	\$ 82,707.31	63.58
02712 - School Age SPED Driving	\$ 1,314.46	\$ 424.73	\$ 889.73	32.31
02713 - Below Age 5 SPED Driving	\$ 11,773.62	\$ 2,757.32	\$ 9,016.30	23.42
02730 - School Bus Driving Vehicle Maintenance	\$ 213,794.39	\$ 110,254.41	\$ 103,539.98	51.57
02732 - School Age SPED Vehicle Maintenance	\$ 1,500.00	\$ 286.80	\$ 1,213.20	19.12
03535 - High Ability Learners	\$ 68,605.69	\$ 38,074.95	\$ 30,530.74	55.50
06200 - Title IA	\$ 108,469.00	\$ 115,346.92	\$ (6,877.92)	106.34
06310 - Title IIA	\$ 25,805.00	\$ 7,467.83	\$ 18,337.17	28.94
06404 - IDEA Part B (611) Base Allocation	\$ 64,491.00	\$ 64,491.80	\$ (0.80)	100.00
06406 - IDEA Preschool (619) Base Allocation	\$ 3,463.00	\$ 3,223.00	\$ 240.00	93.07
06410 - IDEA Enrollment/Poverty (611)	\$ 108,947.00	\$ 111,341.59	\$ (2,394.59)	102.20
06700 - Carl Perkins	\$ -	\$ 769.68	\$ (769.68)	
08000 - Transfers (Outgoing)	\$ 50,000.00	\$ 50,000.00	\$ -	100.00
09000 - Reimbursed by Other Funds/Entities	\$ 11,752.78	\$ 3,409.50	\$ 8,343.28	29.01
Total	\$11,059,629.06	\$ 9,397,725.25	\$ 1,661,903.81	84.97%

Total Minden Bus Barn Project as of 06/30/2019 - Pay App #5

Item #	Work Description	Original Budget	Change Orders	Current Budget**	Total Work Previously Completed and Billed	Work Billed This Period	Materials Purchased and Stored	Total Completed & Stored	% Complete	Remaining Balance	10% Retainage
1	Silt Fence	\$4,500.00		\$4,500.00	\$4,500.00			\$4,500.00	100.00%	\$0.00	\$450.00
2	Dirt Work & Crushed Concrete	\$62,000.00		\$62,000.00	\$31,000.00			\$31,000.00	50.00%	\$31,000.00	\$3,100.00
3	Grade Beam & Footings	\$29,600.00		\$29,600.00	\$29,600.00			\$29,600.00	100.00%	\$0.00	\$2,960.00
4	Floor 6"	\$68,500.00		\$68,500.00	\$10,000.00	\$10,000.00		\$20,000.00	29.20%	\$48,500.00	\$2,000.00
5	Stoops	\$2,000.00		\$2,000.00	\$0.00			\$0.00	0.00%	\$2,000.00	\$0.00
6	Paving	\$25,700.00		\$25,700.00	\$0.00			\$0.00	0.00%	\$25,700.00	\$0.00
7	Pre-Engineered Building	\$107,000.00		\$107,000.00	\$107,010.00			\$107,010.00	100.01%	(\$10.00)	\$10,701.00
8	Erection Labor	\$38,600.00		\$38,600.00	\$0.00	\$38,600.00		\$38,600.00	100.00%	\$0.00	\$3,860.00
9	Overhead Doors and Walk Doors	\$42,443.00		\$42,443.00	\$0.00			\$0.00	0.00%	\$42,443.00	\$0.00
10	Insulation	\$7,200.00		\$7,200.00	\$0.00	\$7,200.00		\$7,200.00	100.00%	\$0.00	\$720.00
11	Bollards	\$9,600.00		\$9,600.00	\$0.00	\$1,600.00		\$1,600.00	16.67%	\$8,000.00	\$160.00
12	Partition Wall	\$27,640.00		\$27,640.00	\$0.00			\$0.00	0.00%	\$27,640.00	\$0.00
13	Painting	\$10,293.00		\$10,293.00	\$0.00			\$0.00	0.00%	\$10,293.00	\$0.00
14	HVAC/Plumbing/Fire Alarm/Electrical	\$151,450.00		\$151,450.00	\$78,836.00	\$26,248.00		\$105,084.00	69.39%	\$46,366.00	\$10,508.40
15	Fire Sprinkler	\$17,400.00		\$17,400.00	\$1,215.00			\$1,215.00	6.98%	\$16,185.00	\$121.50
16	Toilet Accessories	\$1,500.00		\$1,500.00	\$0.00			\$0.00	0.00%	\$1,500.00	\$0.00
17	Change Order #1		\$1,669.00	\$1,669.00	\$0.00						
	Total	\$605,426.00	\$1,669.00	\$607,095.00	\$262,161.00	\$83,648.00	\$0.00	\$345,809.00	56.96%	\$259,617.00	\$34,580.90

2018-19 Summer Project Progress Report - Billed Through 07/05/19

Project	Custodial Equipment	Classroom	HVAC	Annual Maintenance	Building/ Grounds Repairs	Total	Amount Spent	(Over)/Under Budget
3rd Floor Scrubber Machine	\$8,000.00					\$8,000.00		\$8,000.00
Rebuild 2 Existing Tom Cat Floor Scrubbers	\$2,000.00					\$2,000.00	\$619.17	\$1,380.83
Carpet - East Elementary		\$12,000.00				\$12,000.00	\$15,445.21	(\$3,445.21)
Carpet - Middle School		\$12,000.00				\$12,000.00	\$10,152.11	\$1,847.89
Tuck Pointing & Caulking - East		\$5,000.00				\$5,000.00		\$5,000.00
Tuck Pointing & Caulking - MS		\$5,000.00				\$5,000.00		\$5,000.00
Painting - MS		\$2,000.00				\$2,000.00	\$625.57	\$1,374.43
Painting - East		\$2,000.00				\$2,000.00	\$270.41	\$1,729.59
Painting - HS		\$2,000.00				\$2,000.00		\$2,000.00
HVAC Repairs			\$50,000.00			\$50,000.00	\$20,139.69	\$29,860.31
Clean out all Hot Water Heat Exchangers				\$10,000.00		\$10,000.00		\$10,000.00
Repair Concrete Cracks @ all schools				\$5,000.00		\$5,000.00		\$5,000.00
Grind Concrete Trip Hazards				\$5,000.00		\$5,000.00		\$5,000.00
Tree Trimming/Removal				\$5,000.00		\$5,000.00	\$912.37	\$4,087.63
Hallway Floors				\$3,000.00		\$3,000.00	\$1,277.44	\$1,722.56
Jet Sewer Mains				\$2,000.00		\$2,000.00		\$2,000.00
Jet HS Storm Drains				\$2,000.00		\$2,000.00		\$2,000.00
Clean out Trash Pumps				\$2,000.00		\$2,000.00		\$2,000.00
Clean out Grease Traps				\$2,000.00		\$2,000.00		\$2,000.00
MS Gym Floor Refinish				\$3,000.00		\$3,000.00		\$3,000.00
HS Gym Floor Refinish				\$4,000.00		\$4,000.00		\$4,000.00
Flag Pole Refurbishing				\$2,000.00		\$2,000.00		\$2,000.00
Outdoor Classroom Deck repairs				\$2,000.00		\$2,000.00		\$2,000.00
FB Grandstand Board Replacement				\$2,000.00		\$2,000.00		\$2,000.00
Re-Stripe Parking Lots				\$1,000.00		\$1,000.00		\$1,000.00
Activity Building Parking Lot					\$18,000.00	\$18,000.00		\$18,000.00
Activity Building Curb Entrance					\$12,000.00	\$12,000.00	\$12,340.00	(\$340.00)
Install Water Conditioners (MS & East)					\$10,000.00	\$10,000.00		\$10,000.00
Activity Building Gutters					\$5,000.00	\$5,000.00		\$5,000.00
Activity Building Paint					\$5,000.00	\$5,000.00		\$5,000.00
Totals	\$10,000.00	\$40,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$200,000.00	\$61,781.97	\$138,218.03

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

06/01/2019 through 06/30/2019

Bank Statement Reconciliation Summary

Statement Balance	\$ 320,384.39
- Outstanding checks	\$ 4,711.17
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 315,673.22
+ Investments	\$ 37,000.00
Book Balance	\$ 352,673.22

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/09/2019	36510	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 250.00
07/09/2019	36511	Blue Cross Blue Shield	Dental Insurance	\$ 707.36
07/09/2019	36511	Blue Cross Blue Shield	District Dental Insurance	\$ 133.03
07/09/2019	36511	Blue Cross Blue Shield	District Health Ins 2PT	\$ 27,312.78
07/09/2019	36511	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 12,732.00
07/09/2019	36511	Blue Cross Blue Shield	District Health Ins FAM	\$ 82,859.00
07/09/2019	36511	Blue Cross Blue Shield	District Health Ins SNG	\$ 6,366.28
07/09/2019	36511	Blue Cross Blue Shield	District Health Ins SPD	\$ 7,679.84
07/09/2019	36511	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 598.69
07/09/2019	36511	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,147.96
07/09/2019	36511	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 170.38
07/09/2019	36512	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 1,275.00
07/09/2019	36513	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 390.32
07/09/2019	36513	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,165.68
07/09/2019	36513	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 304.50
07/09/2019	36514	Minden Public Schools	District Court	\$ 1,136.00
07/09/2019	36514	Minden Public Schools	F/b Dependent Care	\$ 416.67
07/09/2019	36514	Minden Public Schools	F/b Medical Dental	\$ 3,787.63
07/09/2019	36514	Minden Public Schools	Increased Retirement Percent	\$ 11,345.75
07/09/2019	36514	Minden Public Schools	NE Retirement	\$ 76,984.11
07/09/2019	36515	Mps Payroll	Federal Withholding	\$ 36,784.19
07/09/2019	36515	Mps Payroll	FICA	\$ 55,026.72
07/09/2019	36515	Mps Payroll	Medicare	\$ 12,869.04
07/09/2019	36516	Mps Payroll NE Income Tax	State Withholding - NE	\$ 16,170.18
07/09/2019	36517	New York Life	Ny Life Tsa	\$ 200.00
07/09/2019	36536	Amazon Capital Services, Inc.	East Computer Supplies	\$ 251.02
07/09/2019	36536	Amazon Capital Services, Inc.	HS Biology Books	\$ 1,709.10
07/09/2019	36537	American Electric Kearney	East Electrical Parts	\$ 161.47
07/09/2019	36538	Apple Computer	East Laptops	\$ 8,743.00
07/09/2019	36538	Apple Computer	Title IA iMacs	\$ 10,490.00
07/09/2019	36539	Apptegy, Inc.	Website and Media Platform	\$ 2,890.00
07/09/2019	36540	Aurora Cooperative	Fuel	\$ 540.32
07/09/2019	36541	Black Hills Energy	East Natural Gas	\$ 579.45
07/09/2019	36541	Black Hills Energy	HS & MS Natural Gas	\$ 1,761.50
07/09/2019	36541	Black Hills Energy	MS Natural Gas	\$ 779.25
07/09/2019	36542	Blick Art Materials	HS Art Supplies	\$ 12.55
07/09/2019	36543	Cardmember Service	4th Grade Vocabulary Software	\$ 300.00
07/09/2019	36543	Cardmember Service	Grounds Pull Behind Cart	\$ 137.48
07/09/2019	36543	Cardmember Service	HS Life Skills Software	\$ 70.00
07/09/2019	36543	Cardmember Service	HS Locker Slides	\$ 58.50
07/09/2019	36543	Cardmember Service	HS Principal Office Software	\$ 19.99
07/09/2019	36543	Cardmember Service	MOS Certification Conference Lodging	\$ 69.00
07/09/2019	36543	Cardmember Service	SWC Leadership Conference Lodging	\$ 376.20
07/09/2019	36544	Century Link Long Distance	Long Distance Telephone	\$ 11.01
07/09/2019	36545	CenturyLink - Regular Telephone	East Telephone	\$ 124.24
07/09/2019	36545	CenturyLink - Regular Telephone	Fire Alarm Secondary Line	\$ 29.66
07/09/2019	36545	CenturyLink - Regular Telephone	HS Emergency Line	\$ 64.66
07/09/2019	36545	CenturyLink - Regular Telephone	Preschool Telephone	\$ 17.68
07/09/2019	36545	CenturyLink - Regular Telephone	Telephone Services	\$ 486.34
07/09/2019	36546	Chramosta Construction	Sidewalk Replacement	\$ 12,340.00
07/09/2019	36547	City Of Minden	Utilities	\$ 23,653.36
07/09/2019	36548	Clearly Communications	Telephone Services	\$ 245.23
07/09/2019	36549	Communications Engineering, Inc.	MS Intercom Repair	\$ 394.00
07/09/2019	36550	Computers Etc, LLC	COOP Order	\$ 51.62
07/09/2019	36551	Craig Grams	Mediation Meeting Mileage	\$ 173.83
07/09/2019	36552	D & M Security, Inc.	East Fire Alarm Monitoring	\$ 75.00
07/09/2019	36553	DAS State Accounting - Central Finance	Network Nebraska Fees	\$ 229.49
07/09/2019	36554	Dell Marketing L.P.	HS SPED Computer	\$ 1,106.60
07/09/2019	36555	DocuSign, Inc.	Electronic Document Software	\$ 3,996.45
07/09/2019	36556	Dollar General	HS Custodial Supplies	\$ 36.80

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/09/2019	36557	Ebsco	MS Library Magazines	\$ 108.73
07/09/2019	36558	Echo Electric Supply Co.	Light Bulbs	\$ 909.00
07/09/2019	36559	Educational Design Solutions, LLC	Title IA Lexi Subscription	\$ 3,000.00
07/09/2019	36560	Educational Service Unit #10	Deaf Ed & Audiology Services	\$ 106.66
07/09/2019	36560	Educational Service Unit #10	Powerschool License	\$ 8,684.59
07/09/2019	36560	Educational Service Unit #10	Powerschool Training	\$ 215.00
07/09/2019	36560	Educational Service Unit #10	Strategic Leadership Conference	\$ 300.00
07/09/2019	36560	Educational Service Unit #10	Wonders & Journeys Workshop	\$ 375.00
07/09/2019	36561	Schindler Elevator Corporation	Elevator Maintenance Agreement	\$ 209.43
07/09/2019	36562	ESU Coordinating Council	Public Performance Site Licenses	\$ 1,011.00
07/09/2019	36562	ESU Coordinating Council	World Book On-Line Subscription	\$ 480.85
07/09/2019	36563	Family Physical Therapy & Sports Center, P.C.	PT & OT Services	\$ 3,095.75
07/09/2019	36564	Follett Software Company	HS Media Center Software	\$ 907.05
07/09/2019	36565	Gary Braun Electric, Inc.	MS Electrical Outlet	\$ 89.46
07/09/2019	36566	Hastings Tribune	HS Media Center Newspaper Subscription	\$ 145.00
07/09/2019	36567	Hometown Leasing	Printer & Copier Lease & Printing	\$ 3,900.00
07/09/2019	36568	Island Sprinkler Supply	Sprinkler Repair Parts	\$ 153.72
07/09/2019	36569	IXL Learning	IXL Subscription 3 Year Agreement	\$ 8,404.00
07/09/2019	36570	J & J Rentals	Facility Rental	\$ 240.00
07/09/2019	36571	J&K Roofing & Siding, LLC	East & MS Roof Repairs	\$ 6,800.00
07/09/2019	36572	John Deere Financial	Sprayer Parts	\$ 91.91
07/09/2019	36573	Johnson, Pamela J	FCCLA National Conference Expenses	\$ 1,122.10
07/09/2019	36574	K & K Auto Repair, Inc.	Van 12V1 Maintenance	\$ 510.29
07/09/2019	36574	K & K Auto Repair, Inc.	Van 12V2 Maintenance	\$ 510.29
07/09/2019	36575	Landmark Implement Carquest	Grounds Equipment	\$ 112.99
07/09/2019	36575	Landmark Implement Carquest	Ratchet Straps	\$ 61.38
07/09/2019	36575	Landmark Implement Carquest	Sprayer Parts	\$ 49.68
07/09/2019	36575	Landmark Implement Carquest	Transportation Tools	\$ 34.84
07/09/2019	36576	LCL Truck Equipment, Inc	Enclosed Trailer Repair	\$ 158.51
07/09/2019	36577	Lerner Publishing Group	East Library Books	\$ 769.70
07/09/2019	36578	Mackin Book Company	East Library Books	\$ 1,953.07
07/09/2019	36578	Mackin Book Company	HS Library Books	\$ 1,366.34
07/09/2019	36578	Mackin Book Company	MS Library Books	\$ 848.09
07/09/2019	36579	McGraw Hill School Education	MS SPED Corrective Reading Curriculum	\$ 5,396.27
07/09/2019	36580	Mid-American Research Chemical Corp.	Custodial Supplies	\$ 224.00
07/09/2019	36581	Mid-States Automation & Control, Inc.	East HVAC Repair	\$ 981.00
07/09/2019	36582	Midlands Mechanical, Inc.	HS HVAC Strainer Replacement	\$ 2,800.00
07/09/2019	36583	Minden Courier	Board Postings	\$ 852.75
07/09/2019	36584	Minden Hardware	Supplies, Repairs, & Maintenance	\$ 929.50
07/09/2019	36585	Minden Lumber & Concrete	Enclosed Trailer Repair	\$ 27.92
07/09/2019	36585	Minden Lumber & Concrete	Kindergarten Wall	\$ 645.69
07/09/2019	36585	Minden Lumber & Concrete	MS Activity Building Hallway Repair	\$ 5.56
07/09/2019	36585	Minden Lumber & Concrete	Steel Tubing	\$ 5.00
07/09/2019	36585	Minden Lumber & Concrete	Strip Steel	\$ 22.25
07/09/2019	36586	Minden Office Supply	HS SPED Supplies	\$ 14.77
07/09/2019	36586	Minden Office Supply	Transportation Printer Ink	\$ 24.29
07/09/2019	36586	Minden Office Supply	Transportation Supplies	\$ 4.50
07/09/2019	36587	Mps Petty Cash	Postage & Vehicle Licensing	\$ 42.17
07/09/2019	36588	Napa Auto Parts	05 Pickup Repair	\$ 107.61
07/09/2019	36588	Napa Auto Parts	Grounds Supplies	\$ 2.43
07/09/2019	36588	Napa Auto Parts	Grounds Supplies	\$ 12.58
07/09/2019	36588	Napa Auto Parts	Hustler Mower Oil	\$ 8.99
07/09/2019	36588	Napa Auto Parts	Lawnmower Oil	\$ 8.99
07/09/2019	36588	Napa Auto Parts	Pull Behind Sprayer Battery	\$ 120.45
07/09/2019	36588	Napa Auto Parts	Van 18V1 Wipers	\$ 45.46
07/09/2019	36589	NCSA	2019 NCE Registration	\$ 200.00
07/09/2019	36589	NCSA	NCSA Membership Renewal	\$ 1,965.00
07/09/2019	36590	Ne Association School Boards	NAEP Conference	\$ 75.00
07/09/2019	36590	Ne Association School Boards	School Law Seminar	\$ 155.00
07/09/2019	36591	Ne Speech Language Hearing	Dyslexia Webinar	\$ 30.00

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/09/2019	36592	One Source	Background Checks	\$ 48.00
07/09/2019	36593	Pearson Clinical Assessment	School Psychologist Testing Supplies	\$ 724.50
07/09/2019	36594	Perry, Guthery, Haase & Gessford, P.C., L.L.O	HS Construction Legal Fees	\$ 3,600.00
07/09/2019	36594	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 573.00
07/09/2019	36595	Premier Agendas, Inc.	MS Agendas	\$ 478.40
07/09/2019	36595	Premier Agendas, Inc.	MS Agendas - Outstanding Credit Balance	\$ (112.33)
07/09/2019	36596	Presto-X Company	East Pest Control Services	\$ 42.00
07/09/2019	36596	Presto-X Company	HS Pest Control Services	\$ 39.00
07/09/2019	36596	Presto-X Company	MS Pest Control Services	\$ 46.00
07/09/2019	36597	Reinertson, Jordan A	MOS Certification Seminar Meals	\$ 27.78
07/09/2019	36598	Staples Business Advantage	COOP Order	\$ 1,124.60
07/09/2019	36599	Sunbelt Rentals, Inc.	34' Manlift Rental	\$ 581.50
07/09/2019	36599	Sunbelt Rentals, Inc.	Dump Trailer Rental	\$ 337.27
07/09/2019	36600	The Home Depot Pro	Floor Finishing Supplies	\$ 531.51
07/09/2019	36601	U.S. Post Office	Bulk Mail Permit #16	\$ 150.00
07/09/2019	36601	U.S. Post Office	Bulk Rate Postage	\$ 300.00
07/09/2019	36601	U.S. Post Office	Postage	\$ 1,676.50
07/09/2019	36602	Village Uniform	East Mat & Mop Delivery	\$ 114.40
07/09/2019	36602	Village Uniform	HS Mat & Mop Delivery	\$ 333.00
07/09/2019	36602	Village Uniform	MS Mat & Mop Delivery	\$ 260.00
07/09/2019	36603	Widdifield, James T	June Reimbursement	\$ 262.01
07/09/2019	36604	Wilson Flooring	East Carpet - Kindergarten	\$ 2,788.00
07/09/2019	36604	Wilson Flooring	East Carpet - Various Rooms	\$ 1,963.30
07/09/2019	36605	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
07/09/2019	36606	Wright Express Fleet Services	Fuel Purchases	\$ 787.92
07/09/2019	36607	WT Cox Subscriptions	HS Media Center Magazines	\$ 721.11
07/09/2019	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 28.30
Subtotal				\$ 508,707.29
Net Payroll - July 2019				\$ 309,042.69
Total General Fund Disbursements - July 2019				\$ 817,749.98

Secretary Kenneth Carpenter

Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	6/10/2019	Sysco - EFT	Commodities	\$ 3,842.61
5464	6/10/2019	US Foods	Commodities	\$ 92.34
5466	6/10/2019	Dollar General	Kitchen Supplies	\$ 49.85
5467	6/10/2019	Minden Hardware	Lunch Room Supplies	\$ 7.99
5468	6/10/2019	Cash-wa Distributing Co.	Commodities	\$ 1,717.69
5469	6/10/2019	Roberts Dairy	Milk Products	\$ 2,183.88
5470	6/10/2019	Village Uniform	Kitchen Rags & Aprons	\$ 203.44
5471	6/10/2019	Mason's Market	Commodities	\$ 28.59
5472	6/10/2019	Rapids Wholesale	Lunch Trays	\$ 215.55
3176	7/9/2019	Blue Cross Blue Shield	Liability Payment	\$ 4,582.02
3177	7/9/2019	Madison National Life Insurance Co., Inc.	Employee FEBA - Life Insurance Premiums	\$ 14.31
3177	7/9/2019	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 5.50
3177	7/9/2019	Madison National Life Insurance Co., Inc.	Long Term Disability	\$ 9.98
3178	7/9/2019	Minden Public Schools	EE & ER Retirement Contributions	\$ 1,123.13
3178	7/9/2019	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 41.67
3179	7/9/2019	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 1,179.03
3180	7/9/2019	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 133.26
Subtotal				\$ 15,430.84
Net Payroll - July 2019				\$ 4,131.32
Total Lunch Fund Disbursements				\$ 19,562.16

Building Fund Liabilities

Check Number	Date	Payee	Reason	Amount
524	7/9/2019	GD Concrete Construction, Inc.	6" Floor - 29.20% Complete	\$ 10,000.00
524	7/9/2019	GD Concrete Construction, Inc.	Bollards - 16.67% Complete	\$ 1,600.00
524	7/9/2019	GD Concrete Construction, Inc.	Erection Labor - 100% Complete	\$ 38,600.00
524	7/9/2019	GD Concrete Construction, Inc.	HVAC/Plumbing/Fire Alarm. Electrical - 69.39% Complete	\$ 26,248.00
524	7/9/2019	GD Concrete Construction, Inc.	Insulation - 100% Complete	\$ 7,200.00
524	7/9/2019	GD Concrete Construction, Inc.	Less: Retainage	\$ (8,364.80)
Total Building Fund Disbursements - July 2019				\$ 75,283.20



July Board Report 2019
Activity Director

Nationals for FCCLA were last week in Anaheim California. Pam Johnson traveled with Abby Fiske and Peyton Schoone as they competed with their project in an event named, "Focus on Children". This was one of the most popular events with many registrants. The girls were State runner up which qualified them for nationals. At nationals they earned a silver medal and placed 25th, 1.5 points from a gold medal. Pam said, "the girls competed very well, they were polite, respectful, and responsible the entire trip and an absolute joy to travel with"! They also got to experience an earthquake in California, she said the building was swaying back and forth. We are so proud of these ladies and are thankful they are home safe!

The CLJ and High School gym floors are starting to be refinished Monday, July 8th, the second coat is supposed to be applied Wednesday, July 10th. The gym floors will need around two weeks to cure before being opened for use.

The PI KAPPA PHI fraternal organization rode into town Sunday, July 7th and stayed at the CLJ Middle School. Each day they ride a predetermined route and have a place to stay the night and rest before they rise early in the morning and start over again. They rode from McCook to Minden on this leg which was about 95 miles. This is the 13th year we have hosted this group of around 50 bicyclers and their crew. They travel across the U.S. by riding their bikes around 11,500 miles finishing in Washington DC. Their goal is to make a positive impact in communities across the country by creating meaningful relationships with people of all abilities. We are happy to host this group and get to know some of their riders and crew.

I am finishing up contracts for contests, finalizing coach/sponsor hires, sending out notifications for education courses to coach, and lining up travel accommodations for coaches to attend the Nebraska Coaches Association clinic for all sports. This is one of the best coaching clinics in the country and is held in Lincoln at North Star High School. This clinic gives our coaches 2 ½ days to attend clinics with professionals in their sport, sports medicine, mental training, motivational speaking, and so much more. I have attended for 30 years and don't plan on missing. This time together is also a fun time for our coaches to get to know each other as well as get to know our new teachers/coaches. We currently have 20 coaches attending this year. The clinic is Tuesday, July 23-25th.

It's been a great summer and a quick one at that!

Ed Rowse

Minden Public Schools, Board of Education Report

July, 2019

The highlight of June was the summer school sessions held by Minden Public Preschool, Special Education department, and Title at East Elementary. Approximately fifty students took part in the summer enrichment opportunity which took place Monday-Thursday all through the month of June. I am so proud of the dedication of the teachers and staff who made each day exciting and beneficial for the students.

The summer lunch program at East is another opportunity to have students and families in the building. It is a positive reminder that the community and the school have a top priority of taking care of children and their families.

The Nebraska Department of Education requires all schools to fill out an Evidence-Based Analysis in support of the AQuESTT process. AQuESTT stands for accountability for a quality education system today and tomorrow. It is based on six tenants focusing on the school system. Each spring I collaborate with all teachers to gather information under each tenant that we currently do or have in place. Using the information we turn in for each of the six tenants, the state gives each district and school building a rating. By including this information as my July Board report, I believe you will also feel pride in the everyday happenings at East Elementary as well as have a detailed basis of understanding our AQuESTT rating when it comes out in the fall. East Elementary previously earned a “great” rating last fall.

Positive Partnerships, Relationships and Student Success

- Literacy Links
- Public Library Reading Program support
- Extension office field trips and learning opportunities
- Rotary-presentations and the gift of dictionaries
- Community Action Partnership
- Food pantry donation each winter
- STAR program
- Quarterly attendance and tardy letters
- End of the year awards for perfect attendance
- Title Family Night
- Back to School Open House
- Nurse Julie health policies
- I love you guys protocol
- Lunchroom guidelines
- Monthly drills
- Custodial walk-throughs each week
- Marzano engagement strategies elements 24-32
- Learning goals and scales to measure goals
- Summer lunch program
- Backpack meals

- American Heart Association event each spring
- Dental and vision screenings through local dental offices and eye clinics
- Parent Teacher Conferences
- Facebook page communication
- Newsletters sent home
- Parent Advisory Council quarterly meetings
- NDE student and parents surveys
- Frequent Student Assistance Team meetings
- ESU partnership
- UNK Partnerships
- MAP goal sheets each testing session completed by students with teachers and communicated to parents
- Marzano engagement analysis of each teacher
- Marzano engagement strategies studied through professional development and implemented
- ship of IXL account and practice of skills, Data charts posted in hallways as individual motivation and goal setting, Assessment letters sent to each student and parents
- AR goals
- Exit questions
- Self rating opportunities

Transitions

- Gold Assessments at the preschool
- Preschool/Kindergarten transition meetings
- Kindergarten Round-Up
- Support of ESU migrant/highly mobile services
- 3rd grade spring visit to CLJ Middle School
- Student Assistance Team meetings
- Elementary to Middle school student data shared
- Preschool home visits
- Public Preschool
- Special Education transition meetings
- Staffings
- STAR program

Educational Opportunities and Access

- IXL
- IXL summer challenge
- Accelerated Reader
- Computer Lab times
- School Improvement Process in place
- SPED (Resource, Speech-Language Pathology, Occupational and Physical Therapy)
- Summer school available, Teacher before and after school support, After school bus riders club
- Title I

- General Education
- GATE
- Evaluation of reading and math curriculum
- Staffings review of data
- Lexia Phonics
- Reading SOS
- Check 4 Learning assessing to help prepare for NeSA Testing
- Collaboration with UN-K Speech, Language, Hearing Clinic
- Consultation with health professionals regarding Speech-Language Pathology
- Speech-Language Pathology Inclusion
- Hearing evaluations by school nurse
- Ascend math
- Summer school
- Reading and Math core curriculum online tools

College, Career, and Civic Ready

- Curriculum guides
- Curriculum review rubrics and department meetings
- Career awareness through social studies
- Host School to Work students
- Fire Safety provided through the local fire department
- Farm Safety provided by the local extension office
- Animals Inside and Out providing whole animal knowledge and understanding
- UNK/Student Teacher partnership
- School mission statement
- 8 keys of excellence

Assessment

- Multidisciplinary Team uses reliable assessments
- Curriculum unit assessments
- Formative classroom assessing
- MAPs assessments
- Multiple staffing days to review/analyze data
- Quarterly report cards
- SPED team adheres to 45 day testing window
- MAPs results shared with parents after each testing session
- SAT Process
- Check 4 Learning Assessments with immediate results provided to the teacher
- NDE Teacher/Parent/Student Survey results collected and shared
- Gifted Education testing
- PAC
- Formative and summative assessments given

Educator Effectiveness

- Engagement elements
- Instruction rounds

- Marzano
- Professional development times
- Elements implemented
- Top 20 Teacher walkthroughs
- Interactive boards in each classroom
- Projectors
- Computer labs
- Banks of iPads in classrooms
- Online math and language arts curriculum accounts
- IXL
- Teacher lap tops

Minden High School

July 2019

Board of Education Report



1. Student and Staff Handbook Updates:

This month, I will be limiting my board report to the student and staff handbooks that have been submitted earlier for your review.

Historically, the month of June has been a time of year to catch up, clean up, and clear up. That is exactly what I have been doing this past month. I have been working on catching up on a few reports that have needed to be finalized, and cleaning my desk off and files out to prepare for the upcoming school year. The last item that I have been attending to is clearing my mind by doing some professional reading.

School is right around the corner and we will be ready. I hope that each of you have had some time to enjoy your summer.

Superintendent Report

Meeting: July Board Meeting

Date: 7/8/19

Mr. Widdifield

=====

Topics:

Bus Barn: The bus barn is starting to look more and more like a building every day. They have sent me a schedule of what will take place over the next month and should be finished with a punch list to be completed by the first week in August.

Bus: We have submitted our grant application for a new Propane bus. We have the potential to save about 2/3 of what a new bus would cost. Tyler from Nebraska Central submitted the grant on our behalf. We are looking at reducing one route for next year.

Summer Lunch: We are having a great turnout for our summer lunch program. We have fed over 1300 kids/adults over the last month. It is a great program for our kids and our community.

Thank You: Thank you to the district staff for all the work they put into the school on a daily basis. The summer is very busy and I had a few more things to learn going through the summer. Thanks to Jeremy, Laurie, and Dave for their help.

Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: [Insert Date]

StudentsMilitary Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: [Insert Date]

Community RelationsTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference: Neb. Rev. Stat. §§ 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

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 \$100,000. 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 \$100,000 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.
6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

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 OperationsProcurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (small purchase threshold) ~~per year~~ per procurement event or in aggregate purchases this organization will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than \$250,000 (small purchase threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for ~~annual transactions~~ single purchases under \$~~10,000~~^{3,500} made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a ~~minimum of three potential vendors~~ reasonable number of qualified vendors.
2. Write specifications for goods and services.
23. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. ~~Inform all bidding companies in writing of the final decision made by the sponsor~~ Document supplier who was awarded the quote.
5. ~~Write contract for meal service between the sponsor and the winning bidder.~~ Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications
 - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
 - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.**
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~bid~~ small purchase threshold established in the sponsor’s procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)/~~7 CFR 3016.36(e)(3)(i)/7 CFR 3019.44(a)(3)(iv)~~]
- C. Documentation: We shall maintain for the current year and the preceding three years all ~~menus, production records, invitations to bid, bid results, bid tabulations or any other~~

significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]

- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. ~~Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.~~
- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
1. Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CFR 210.21(d).
 - 2.3. A cost or price analysis in connection with every procurement action in excess of the ~~Simplified Acquisition~~ Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]
 - 3.4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. ~~To work with staff and clients in developing acceptable menus for breakfast and lunch.~~ Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. ~~To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).~~ Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. ~~To place and confirm orders with vendors, or make plans to purchase the required items.~~ Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.

4. ~~To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.~~
Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
5. ~~To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.~~
Place and confirm orders with vendors or make plans to purchase the required items.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. ~~To develop a list of acceptable brands. (Multiple brands per bid item when possible.)~~
9. To conduct an in-house procurement review once per year.

Date of Adoption: July 10, 2017

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to

school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

- 2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

- 3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make

temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or

- had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year

expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.

- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
 - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not

necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
 - i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It

includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational

environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or

assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with

the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsExtracurricular Activity**Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is

not a violation. The term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.**Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions

in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student’s grade requirements.

Legal Reference: Neb. Rev. Stat. §§ 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsDrug and Substance Use and Prevention**Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.

6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The [Name] Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: [Insert Date]

StudentsSchool Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Minden Public Schools and their guests may attend.
 - a. Students currently attending Minden High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Minden High School or their own school are generally considered appropriate dates or invited guests.
 - b. High School students and guests attending high school and who are not older than 20 are generally considered appropriate dates for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels at Minden Public Schools. For any dances at the middle school level, only students attending Minden Public Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend. Students failing two or more courses during the current progress reporting period may not attend.

***CURRENT CUMULATIVE GRADE DEFINITION:**

During the first quarter of school, "current cumulative grades" are defined as THE FIRST QUARTER GRADES.

During the second quarter of school, "current cumulative grades" are defined as THE FIRST (FALL) SEMESTER CUMULATIVE GRADES.

During the third quarter of school, "current cumulative grades" are defined as THE THIRD QUARTER GRADES.

During the fourth quarter of school, "current cumulative grades" are defined as SECOND (SPRING) SEMESTER CUMULATIVE GRADES.

- e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
- f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without first signing out with a sponsor.
- g. Students or their guests who engage in inappropriate behavior, whether on or

off of the dance floor, may be asked to leave.

- h. A student with a date who has graduated, is from another school district, or is not formally invited must complete the proper paperwork by the due date to have their date approved to attend the dance.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (**including electronic nicotine delivery systems**) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.
4. Arrival Time and Length: Student arrival time set for each dance will be one hour after dance starts. Doors will be locked at this time. Exceptions will be discussed with the principal in advance. The length of the dance and the starting time will be determined by the building principal.

Eligibility for Selection as Royalty. Nomination and selection as royalty is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community in large. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, the students selected to "royalty" for Homecoming and any other school sponsored dance or activity shall meet the general standard as determined by the district's policies, procedures, and in addition, meet the

Extracurricular Activity Code of Conduct Standards. The Code of Conduct Standards are outlined each year in full detail in the Coach/Sponsor Handbook.

- 1. Who: Royalty nominees will be senior students who voluntarily sign up to participate in the royalty selection process. Students are not required to participate.

2. When: The Extracurricular Activity Code of Conduct Standards will determine the eligibility of a student to be selected as royalty. The standards will be applied to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sports season established by NSAA and extends to the last day of the spring sports season established by NSAA. This timeframe will be utilized whether or not the student is a participant in an activity at the time of such conduct.

3. Where: Extracurricular Activity Code of Conduct Standards apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct.

Date of Adoption: March 11, 2014

InstructionCurriculum – Assessments1. State Assessments.

The [Name] Public School District has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

- e. Assistance During Assessments.
 - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

 - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

All employees are to adhere to the Nebraska Student-Centered Assessment System (NSCAS) Security Procedures and report breaches in security to Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of [Name] Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics
3. Transportation/Facilities
4. Finance Committee
5. Policy Committee
6. Legislation Committee

It shall further be the policy of [Name] Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of [Name] Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of [Name] Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520
 LB 399 (2019)

Date of Adoption:

Students

Admission Requirements

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
 Neb. Rev. Stat. § 79-214
 Neb. Rev. Stat. §§ 79-217 to 79-223
 Neb. Rev. Stat. § 79-266.01

173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: [Insert Date]

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 9, 2018

MPS District Handbooks

Below are the links for the certified and noncertified staff. This year we will have staff read, check off policies, and sign electronically acknowledgement of receiving their respective handbooks. We do not have changes to our certified or classified handbooks for this year. If we receive any policy changes we have the right to change them to our handbooks at any time. Changes are identified by **red text**.

- [District Certified Handbook 19-20](#)
- [District Classified Handbook 19-20](#)

Minden Public Preschool Handbook

- [Minden Public Preschool Handbook 2019/20](#)

East Elementary Handbooks

- [East Parent/Student Handbook 2019/20](#)
- [East Teacher Evaluation Handbook 2019/20](#)
- [East Staff Handbook 2019/20](#)

CLJMS Handbooks

Below are the links to the student and staff handbooks for C. L. Jones Middle School. The handbooks are updated as needed throughout the school year. Changes to the handbooks for the 2019/20 school year are identified by **red text**. Changes will continue until all the handbooks are approved by the Minden Public School Board of Education.

- [CLJMS Teacher Handbook 2019/20](#)
- [CLJMS Student Handbook 2019/20](#)
- [CLJMS Teacher Evaluation Handbook 2019/20](#)

High School Handbooks

I am in the process of updating the handbooks for both parents of athletes and coach/sponsors. Below are the links to these two handbooks. I will use **red text** to show the current changes to the handbooks.

- [MHS Parent Of Athlete Handbook 2019-2020](#)
- [MHS Coach/Sponsor Handbook 2019-2020](#)



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CERTIFIED PUBLIC ACCOUNTANTS

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June 26, 2019

To the Board of Education
Minden Public Schools District No. 503
P.O. Box 301
Minden, NE 68959

We are pleased to confirm our understanding of the services we are to provide Minden Public Schools District No. 503 for the year ended August 31, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Minden Public Schools District No. 503 as of and for the year ended August 31, 2019.

We have also been engaged to report on supplementary information that accompanies Minden Public Schools District No. 503's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

1. General Fund Components - Combining Schedule of Receipts, Disbursements, and Changes in Fund Balance - Cash Basis.
2. General Fund Components - Combining Schedule of Assets and Fund Balances - Cash Basis.
3. Schedules of Receipts, Disbursements, and Changes in Fund Balance - Cash Basis - Budget and Actual.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on this other information:

1. Activities Fund - Schedule of Changes in Cash Balances.
2. Other supplementary information required or requested.

If applicable, we will also audit the schedule of classifications of payrolls by NCCI codes for the year ended August 31, 2019, to obtain reasonable assurance about whether the classification of payrolls by NCCI codes and payrolls in total is free of material misstatements and we will issue an opinion thereon.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and with the audit requirements of the Nebraska Department of Education, and will include tests of the accounting records of Minden Public Schools District No. 503 and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Minden Public Schools District No. 503's financial statements. Our report will be addressed to the Board of Education of Minden Public Schools District No. 503. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. We expect our opinions to be modified due to the effects on the financial statements of the unaudited Minden Public Schools Foundation. If our opinions are modified for additional matters, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Minden Public Schools District No. 503 is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and

material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinions. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Minden Public Schools District No. 503's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Minden Public Schools District No. 503 in conformity with the cash basis of accounting based on information provided by you. We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the Minden Public Schools District No. 503's general ledger into a working trial balance based on management's chart of accounts. We will also assist in preparing the Schedule of Classification of Payrolls by NCCI Codes and Payrolls in Total and propose journal entries. We will also assist in preparing the Annual Financial Report (AFR) for submission with the Nebraska Department of Education (NDE). Our preparation of the AFR will be limited to formatting information in the District's trial balance into the format required by NDE. In addition, we will assist management in preparing various reconciliations and schedules related to the financial statements being presented. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is

also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (1) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting;

(2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Dana F. Cole & Company, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Dana F. Cole & Company, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kim K. Pearson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit the middle of September and to issue our reports no later than November 5, 2019. To ensure that Dana F. Cole & Company, LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates for the individuals involved. We estimate that our fees for these services will not exceed \$5,800 for the financial statement audit. Any substantial time in assisting with adjusting internal records is not included in above fees. This includes travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Bills will be rendered as the work progresses with payment to be made upon presentation. Interest will be charged at the rate of 1% per month on balances in excess of 60 days. In accordance with our firm policies, work may be suspended if your account becomes 30 days or

Minden Public Schools District No. 503
June 26, 2019
Page eight

more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would expect to continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Minden Public Schools District No. 503 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original and return it to us. The copy enclosed is for your records.

Yours truly,



KIM K. PEARSON
For the Firm

e-mail: kpearson@danacole.com

KKP:bvb

Enclosures

RESPONSE:

This letter correctly sets forth the understanding of Minden Public Schools District No. 503.

By: _____

Title: _____



Fowler, Holley, Rambo & Stalvey, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS CONSULTANTS

Curtis G. Fowler, CPA, PFS, CFP® • Carlton W. Holley, CPA • C. Wayne Rambo, CPA, CVA • Richard A. Stalvey, CPA

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Report on the Firm's System of Quality Control

August 16, 2017

To the Partners of
Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP (the firm) in effect for the year ended February 28, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary (<http://www.aicpa.org/prsummary>). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, audits of employee benefit plans and an examination of a service organization (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

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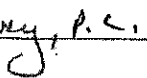
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Fowler, Holley, Rambo & Stalvey, P.C.

To the Partners of
Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's
August 16, 2017
Page Two

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP in effect for the year ended February 28, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dana F. Cole & Company, LLP has received a peer review rating of *pass*.

~~Fowler, Holley, Rambo + Stalvey, P.C.~~
Fowler, Holley, Rambo & Stalvey, P.C. 

NVCPA

NEVADA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
State Peer Review Program Administered by the NVCPA for
Nebraska, Nevada, Utah, and Wyoming

AICPA

AICPA Peer Review Program Administered by the NVCPA for
Nebraska, Nevada, Utah, and Wyoming

September 28, 2017

Kent Klute
Dana F. Cole & Company, LLP
1248 O Street Ste 500
LINCOLN, NE 68508

Dear Kent Klute:

It is my pleasure to notify you that on September 27, 2017, the Nevada Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is August 31, 2020. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation and support of the profession's practice-monitoring programs.

Sincerely,

Peer Review Committee

Peer Review Committee
Nevada Society of CPAs
karnold@nevadacpa.org 775-826-6800
Nevada Society of CPAs

CC: Richard Stalvey, Ryan Bruns

Firm Number: 900010013136

Review Number: 537394

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