

Minden Public Schools
Board of Education
Board of Education Regular Meeting
Minden High School Media Center
543 West Fifth
Minden, NE 68959-0301
Monday, May 10, 2021 7:00 PM

1. Call to Order
2. Public Comment
3. Consent Agenda
 - 3.a. Consider Minutes from Prior Meetings
 - 3.b. Consider Financial Reports
 - 3.c. Consider Expenditures and Claims for Payment
4. Reports
 - 4.a. Board Committees
 - 4.b. Principals
 - 4.c. Superintendent
5. Policy Review and Updates
 - 5.a. Consider Removal of Policy 4025 Patient Protection & Affordable Care Act
 - 5.b. Consider Amendments to Policy 4001 Recruitment & Selection, Policy 4004 Duty Hours of Employees, Policy 4009 Drug & Substance Use & Abuse (with Appendix), 4140 Professional Growth and Policy 4221 Leaves of Absence
 - 5.c. Consider 4025 Professional Boundaries Between Employees & Students and Policy 4028 Employee Fundraising
6. Action Items
 - 6.a. Consider, Discuss, and Take Action on Amendments to Policy 5205 Graduation, Policy 5414 Identification of Learners with High Ability, Policy 5421 Use of Restraints & Seclusion, and Policy 6410 Title I Parental & Family Engagement Policy
 - 6.b. Consider, Discuss, and Take Action on Approval of Policy 6214 Assessment Security and Policy 6290 Dedications & Commencement
 - 6.c. Consider, Discuss, and Take Action on Removal of Policy 5411 Law Violations and Regulations 6601-6615
 - 6.d. Consider, Discuss, and Take Action on Reaffirming Series 5000 Policies, Series 6000 Policies and Series 7000 Policies
 - 6.e. Consider, Discuss, and Take Action on 2021-22 Capacity Limits for Policy 5006 Option Enrollment
7. Next Meeting
8. Adjournment per Board President Action @ 7:43 p.m.

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
Americanism Hearing
April 12, 2021**

The agenda for the April 12, 2021 hearing 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.

At 7:01 pm, the Board President opened the Americanism hearing. Roll call: Craig, absent; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

At 7:03 pm, Craig entered the hearing.

Jerry Kershner presented public comment.

Mr. James Widdifield presented on Americanism in Minden Public Schools.

The hearing was closed at 7:11 pm per Board President action.

Secretary, Board of Education

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
April 26, 2021**

The agenda for the April 26, 2021 meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, the Minden city office, and 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 7:04 pm with all board members present, except Sinsel.

Public comment was heard from Gerald Kershner, Sam Hansen, Jennifer Remy, Jessica Hansen, John Kuehn, Joelle Knott, Sarah Ryan, Andrew Talbert, Kyla Putnam, Wayne Anderson, Pat Whitney, and John Osgood.

Motion by Krull and second by Craig to approve with regret the resignation of Carter Pratt at the end of the 2020-21 school year. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Glanzer and second by Raun to approve Audrie Woldt as 3rd Grade Teacher for the 2021-22 school year, pending background check. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Raun and second by Glanzer to read and approve the Resolution of the Board of Education of Kearney County School District No. 50-0503, a/k/a Minden Public School District Removing Board Member Katie Sinsel. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

At 7:40 pm, the meeting was adjourned by Board President action.

Secretary, Board of Education

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
April 12, 2021**

The agenda for the April 12, 2021 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 7:12 pm with all board members present, except Sinsel.

Garrett Hartman and Lance Monter, Minden 3rd Graders, presented on their Invention Convention project.

Public comment was heard from Pastor Tom Barnes and Minden Police Chief Brad Butler.

Motion by Krull and second by Raun to approve the consent agenda consisting of minutes from the March 8 and March 23 meetings, financial reports, and claims for payment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

The board reviewed the amendments to Policy 5205 Graduation, Policy 5414 Identification of Learners with High Ability, Policy 5421 Use of Restraints & Seclusion, and Policy 6410 Title I Parental & Family Engagement Policy.

The board reviewed Policy 6214 Assessment Security and Policy 6290 Dedications & Commencement.

The board reviewed the removal of Policy 5411 Law Violations and Regulations 6601-6615.

Motion by Raun and second by Craig to approve the contract with Sydney Dierks as 9-12 Language Arts Teacher for the 2020-21 school year, pending background check. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Craig and second by Glanzer to approve the amendments to Policy 1110 Bulletin Boards, Policy 1300 Fund Raising Activities, and Policy 2230 Evaluation of Certificated Administrators. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Glanzer and second by Krull to adopt Policy 1440 Staff Participation in Community Affairs, Policy 1450 School Personnel and the Public, Policy 1500 Emergency Closure of School Buildings, Policy 1501 Emergency Exclusion of Persons from School, and Policy 3121 Investments, with the addition of "or Superintendent's designee" to the last line of Policy 1501. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Krull and second by Glanzer to reaffirm the Series 1000 Policies, Series 2000 Policies, and Series 3000 Policies. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Craig and second by Glanzer to approve the bid from Chramosta Construction for concrete work. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Glanzer and second by Raun to not approve the absence of Katie Sinsel. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

At 8:06 pm, meeting adjourned per Board President action.

Secretary, Board of Education

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT
April 30, 2021

SCHOOL BALANCE - March 31, 2021			\$183,956.95
Current Months Receipts			\$526,537.70
Transfers from Investments			\$300,000.00
Total Beginning Balance and Receipts			\$1,010,494.65
Less: Disbursements			\$907,901.67
Transfer to Investments			\$0.00
Total Disbursements			\$907,901.67
SCHOOL BALANCE - April 30, 2021			\$102,592.98
BALANCE PER BANK STATEMENT - April 30, 2021			\$112,291.30
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$9,698.32
RECONCILED BANK BALANCE - April 30, 2021			\$102,592.98
(Balance - April 30, 2020 = \$205,516.84)			
GENERAL FUND INVESTMENTS			\$1,784,514.87
Money Market Minden Exchange	\$499,592.20	0.45% demand	
Money Market First Bank	\$1,284,922.67	0.12% demand	
(Balance April 30, 2020 = \$1,784,558.65)			
DEPRECIATION FUND INVESTED			\$694,097.96
Money Market Minden Exchange Bank	\$305,524.79	0.45% demand	
Money Market First Bank	\$118,871.75	0.12% demand	
NE Liquid Asset Fund - Depreciation Fund	\$269,696.23	0.02% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance April 30, 2020 = \$686,312.46)			
BUILDING FUND			\$765,214.21
Money Market Minden Exchange Bank	\$392,192.14	0.45% demand	
Money Market First Bank	\$358,806.47	0.12% demand	
NE Liquid Asset Fund - Building Fund	\$14,211.10	0.02% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance April 30, 2020 = \$2,212,220.01)			
BOND FUND			\$1,168,844.30
Money Market Minden Exchange Bank	\$1,166,443.82	0.45% demand	
NE Liquid Asset Fund - Bond Fund	\$2,400.48	0.02% demand	
(Balance April 30, 2020 = \$1,230,140.44)			
LUNCH FUND			\$136,865.74
Money Market First Bank	\$3,903.52	0.06% demand	
Checking First Bank	\$132,962.22		
(Balance April 30, 2020 = \$37,419.63)			
FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$4,971,128.44	Plus 250M FDIC	
First Bank	\$2,065,000.00	Plus 250M FDIC	

Scott W. Johnson, Treasurer

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT SUPPLEMENT
ACCOUNT RECONCILIATIONS
March 31, 2021

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
General Fund							
MEB	401505	\$183,956.95	\$526,537.70	\$300,000.00	\$907,901.67	\$102,592.98	\$205,516.84
MEB	601096	\$799,377.91	\$214.29	(\$300,000.00)	\$0.00	\$499,592.20	\$502,869.17
FB&T	801472	\$1,284,795.95	\$126.72	\$0.00	\$0.00	\$1,284,922.67	\$1,281,689.48
	Subtotal	\$2,268,130.81	\$526,878.71	\$0.00	\$907,901.67	\$1,887,107.85	\$1,990,075.49
Depreciation Fund							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$305,411.83	\$112.96	\$0.00	\$0.00	\$305,524.79	\$4,411.30
FB&T	807982	\$118,860.03	\$11.72	\$0.00	\$0.00	\$118,871.75	\$118,572.64
NLAF	9300656	\$269,695.94	\$0.29	\$0.00	\$0.00	\$269,696.23	\$563,323.33
	Subtotal	\$693,972.99	\$124.97	\$0.00	\$0.00	\$694,097.96	\$686,312.46
Building Fund							
MEB	106690	\$4.50	\$0.00	\$14,513.12	\$14,513.12	\$4.50	\$4.50
MEB	603209	\$389,086.43	\$17,618.83	(\$14,513.12)	\$0.00	\$392,192.14	\$352,170.54
FB&T	801407	\$358,771.08	\$35.39	\$0.00	\$0.00	\$358,806.47	\$58,148.25
NLAF	9300655	\$14,210.91	\$0.19	\$0.00	\$0.00	\$14,211.10	\$1,801,896.72
	Subtotal	\$762,072.92	\$17,654.41	\$0.00	\$14,513.12	\$765,214.21	\$2,212,220.01
Bond Fund							
MEB	620112	\$1,090,188.24	\$76,255.58	\$0.00	\$0.00	\$1,166,443.82	\$431,387.05
NLAF	9300692	\$2,400.45	\$0.03	\$0.00	\$0.00	\$2,400.48	\$798,753.39
	Subtotal	\$1,092,588.69	\$76,255.61	\$0.00	\$0.00	\$1,168,844.30	\$1,230,140.44
Lunch Fund							
FB&T	990119	\$114,146.29	\$64,973.44	\$0.00	\$46,157.51	\$132,962.22	\$33,519.64
FB&T	801399	\$3,903.33	\$0.19	\$0.00	\$0.00	\$3,903.52	\$3,899.99
	Subtotal	\$118,049.62	\$64,973.63	\$0.00	\$46,157.51	\$136,865.74	\$37,419.63
Grand Total		\$4,934,815.03	\$685,887.33	\$0.00	\$968,572.30	\$4,652,130.06	\$6,156,168.03

2020/21 Projections vs. Actuals for General Fund As of April 30, 2021

Income

2020/21 Budgeted Income = \$10,644,125.12

Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,028,770.25	\$2,220,565.03	\$191,794.78	\$191,794.78
October	\$571,589.52	\$406,818.24	(\$164,771.28)	\$27,023.50
November	\$161,790.70	\$257,564.18	\$95,773.48	\$122,796.98
December	\$150,082.16	\$175,348.82	\$25,266.66	\$148,063.64
January	\$1,667,934.41	\$1,571,149.50	(\$96,784.91)	\$51,278.73
February	\$873,882.67	\$767,038.81	(\$106,843.86)	(\$55,565.13)
March	\$579,040.41	\$650,096.71	\$71,056.30	\$15,491.17
April	\$523,690.96	\$525,634.51	\$1,943.55	\$17,434.72
May	\$2,749,377.52			
June	\$987,774.81			
July	\$155,404.23			
August	\$194,787.48			

Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$931,893.66	\$1,204,581.41	\$272,687.75	\$272,687.75
October	(\$364,598.14)	(\$523,658.77)	(\$159,060.63)	\$113,627.12
November	(\$780,219.02)	(\$681,808.56)	\$98,410.46	\$212,037.58
December	(\$796,585.21)	(\$654,724.90)	\$141,860.31	\$353,897.89
January	\$725,924.69	\$645,338.88	(\$80,585.81)	\$273,312.08
February	(\$57,647.34)	(\$80,946.37)	(\$23,299.03)	\$250,013.05
March	(\$364,133.72)	(\$224,072.46)	\$140,061.26	\$390,074.31
April	(\$422,976.41)	(\$381,022.96)	\$41,953.45	\$432,027.76
May	\$1,779,421.90			
June	(\$15,948.78)			
July	(\$776,125.78)			
August	(\$859,005.85)			

Expenses

2020/21 Budgeted Expenses = \$11,644,125.12

Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,096,876.59	\$1,015,983.62	(\$80,892.97)	(\$80,892.97)
October	\$936,187.66	\$930,477.01	(\$5,710.65)	(\$86,603.62)
November	\$942,009.72	\$939,372.74	(\$2,636.98)	(\$89,240.60)
December	\$946,667.37	\$830,073.72	(\$116,593.65)	(\$205,834.25)
January	\$942,009.72	\$925,810.62	(\$16,199.10)	(\$222,033.35)
February	\$931,530.01	\$847,985.18	(\$83,544.83)	(\$305,578.18)
March	\$943,174.13	\$874,169.17	(\$69,004.96)	(\$374,583.14)
April	\$946,667.37	\$906,657.47	(\$40,009.90)	(\$414,593.04)
May	\$969,955.62			
June	\$1,003,723.59			
July	\$931,530.01			
August	\$1,053,793.33			

General Fund Balance

Beginning Reconciled GF Balance = \$2,583,421.58

Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,515,315.24	\$3,788,002.99	\$272,687.75
October	\$3,150,717.10	\$3,264,344.22	\$113,627.12
November	\$2,370,498.08	\$2,582,535.66	\$212,037.58
December	\$1,573,912.87	\$1,927,810.76	\$353,897.89
January	\$2,299,837.56	\$2,573,149.64	\$273,312.08
February	\$2,242,190.22	\$2,492,203.27	\$250,013.05
March	\$1,878,056.50	\$2,268,130.81	\$390,074.31
April	\$1,455,080.09	\$1,887,107.85	\$432,027.76
May	\$3,234,501.99		
June	\$3,218,553.21		
July	\$2,442,427.43		
August	\$1,583,421.58		

General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$5,427,944.11	\$3,955,757.23	\$1,472,186.88	72.88%
01125 - Academic Intervention (Flex Funding)	\$87,527.04	\$65,852.05	\$21,674.99	75.24%
01200 - School Age SPED	\$1,149,755.70	\$769,425.75	\$380,329.95	66.92%
01291 - Preschool Age 3-5	\$14,296.20	\$10,465.23	\$3,830.97	73.20%
01292 - Preschool Age 0-2	\$100.00	\$0.00	\$100.00	0.00%
01300 - Summer School	\$15,039.18	\$0.00	\$15,039.18	0.00%
02120 - Guidance Counselor	\$325,318.31	\$243,033.41	\$82,284.90	74.71%
02130 - Health Services	\$65,284.94	\$50,792.32	\$14,492.62	77.80%
02141 - School Psychologist - School Age	\$68,678.76	\$50,826.19	\$17,852.57	74.01%
02151 - Speech Path & Deaf Ed	\$195,633.11	\$143,316.12	\$52,316.99	73.26%
02152 - Speech Path & Deaf Ed	\$500.00	\$0.00	\$500.00	0.00%
02153 - Speech Path & Deaf Ed	\$0.00	\$375.00	(\$375.00)	
02161 - Occupational Therapy	\$26,750.00	\$25,713.36	\$1,036.64	96.12%
02171 - Physical Therapy	\$10,500.00	\$5,410.00	\$5,090.00	51.52%
02172 - Physical Therapy	\$100.00	\$120.00	(\$20.00)	120.00%
02173 - Physical Therapy	\$500.00	\$331.00	\$169.00	66.20%
02190 - Student Activities	\$204,672.07	\$141,317.17	\$63,354.90	69.05%
02213 - Instructional Staff Training	\$10,000.00	\$2,500.00	\$7,500.00	25.00%
02220 - Media Center	\$227,450.63	\$169,236.68	\$58,213.95	74.41%
02230 - Technology Support	\$179,750.80	\$138,864.73	\$40,886.07	77.25%
02240 - Assessment Coordinator	\$10,594.46	\$7,189.92	\$3,404.54	67.86%
02310 - Board of Education	\$42,900.00	\$26,475.05	\$16,424.95	61.71%
02320 - Superintendent	\$274,796.23	\$206,437.10	\$68,359.13	75.12%
02330 - District Legal Services	\$100,000.00	\$35,624.43	\$64,375.57	35.62%
02410 - Principal	\$609,909.76	\$454,474.93	\$155,434.83	74.52%
02510 - Business Office	\$204,122.54	\$130,630.75	\$73,491.79	64.00%
02610 - Custodial	\$471,812.04	\$336,435.84	\$135,376.20	71.31%
02620 - Building Maintenance	\$812,522.89	\$470,733.35	\$341,789.54	57.93%
02630 - Grounds Maintenance	\$157,214.34	\$88,110.17	\$69,104.17	56.04%
02640 - Equipment Repair & Maintenance	\$40,980.28	\$23,111.74	\$17,868.54	56.40%
02650 - Non-Pupil Vehicle	\$34,350.00	\$35,713.86	(\$1,363.86)	103.97%
02660 - Security	\$9,500.00	\$1,390.50	\$8,109.50	14.64%
02670 - Safety	\$33,560.00	\$8,590.79	\$24,969.21	25.60%
02710 - School Bus Driving	\$304,358.56	\$203,321.27	\$101,037.29	66.80%
02712 - School Age SPED Driving	\$2,244.75	\$0.00	\$2,244.75	0.00%
02713 - Below Age 5 SPED Driving	\$10,722.68	\$5,136.79	\$5,585.89	47.91%
02730 - School Bus Driving Vehicle Maintenance	\$58,612.81	\$27,945.58	\$30,667.23	47.68%
02732 - School Age SPED Vehicle Maintenance	\$2,000.00	\$262.80	\$1,737.20	13.14%
03535 - High Ability Learners	\$66,409.06	\$30,325.91	\$36,083.15	45.67%
06200 - Title IA	\$163,334.00	\$119,301.83	\$44,032.17	73.04%
06406 - IDEA Preschool (619) Base Allocation	\$3,139.00	\$5,551.00	(\$2,412.00)	176.84%
06408 - IDEA Part B (611)	\$166,851.01	\$148,497.38	\$18,353.63	89.00%
06412 - IDEA Non-Public	\$4,389.86	\$4,389.00	\$0.86	99.98%
06998 - ESSER III	\$0.00	\$25,260.73	(\$25,260.73)	
08000 - Transfers (Outgoing)	\$50,000.00	\$0.00	\$50,000.00	0.00%
09000 - Reimbursed by Other Funds/Entities	\$0.00	\$3,739.99	(\$3,739.99)	
Total	\$11,644,125.12	\$8,171,986.95	\$3,472,138.17	70.18%

General Fund Revenues

Account Description	Adopted Budget	Received	Remaining Balance	Percent Received
01100 - Taxes Levied/Assessed	\$8,837,289.12	\$2,713,794.57	\$6,123,494.55	30.71%
01115 - Carline Taxes	\$3,500.00	\$0.00	\$3,500.00	0.00%
01120 - Public Power District Sales Tax	\$10,000.00	\$47,239.36	(\$37,239.36)	472.39%
01125 - Motor Vehicle Taxes	\$400,000.00	\$335,414.58	\$64,585.42	83.85%
01140 - Penalty & Interest on Delinquent Taxes	\$17,750.00	\$13,044.02	\$4,705.98	73.49%
01370 - Preschool Tuition and Fees	\$17,500.00	\$13,540.00	\$3,960.00	77.37%
01510 - Interest	\$5,000.00	\$5,216.46	(\$216.46)	104.33%
01910 - Rental of School Facilities & Equipment	\$9,000.00	\$6,200.00	\$2,800.00	68.89%
01911 - Local License Fees	\$3,750.00	\$30.93	\$3,719.07	0.82%
01920 - Contributions and Donations	\$1,000.00	\$11,000.00	(\$10,000.00)	1100.00%
01921 - Police Court Fines	\$750.00	\$375.00	\$375.00	50.00%
01990 - Miscellaneous Local Revenue	\$300.00	\$48.38	\$251.62	16.13%
02110 - County Fines & License Fees	\$25,000.00	\$23,459.51	\$1,540.49	93.84%
03110 - State Aid	\$105,673.00	\$84,536.00	\$21,137.00	80.00%
03120 - Special Education - School Age	\$575,000.00	\$361,917.00	\$213,083.00	62.94%
03125 - SPED Transportation - School Age	\$2,000.00	\$3,443.00	(\$1,443.00)	172.15%
03130 - Homestead Exemption	\$0.00	\$29,602.12	(\$29,602.12)	
03131 - Property Tax Credit	\$0.00	\$383,282.43	(\$383,282.43)	
03180 - Pro-Rate Motor Vehicle	\$0.00	\$7,041.53	(\$7,041.53)	
03400 - State Apportionment	\$72,000.00	\$103,434.97	(\$31,434.97)	143.66%
03535 - High Ability Learners Payments	\$7,500.00	\$7,614.00	(\$114.00)	101.52%
03990 - Other State Receipts	\$0.00	\$56,491.20	(\$56,491.20)	
04505 - "ESSA Title I, Part A"	\$131,334.00	\$16,035.00	\$115,299.00	12.21%
04509 - "ESSA Title II, Part A"	\$22,000.00	\$0.00	\$22,000.00	0.00%
04516 - IDEA Preschool Base (619)	\$3,139.00	\$720.00	\$2,419.00	22.94%
04518 - IDEA Part B (611) Base & E-P Allocation	\$166,851.00	\$18,642.00	\$148,209.00	11.17%
04519 - IDEA Enrollment/Poverty	\$4,389.00	\$0.00	\$4,389.00	0.00%
04521 - IDEA Non-Public	\$0.00	\$4,280.00	(\$4,280.00)	
04525 - Carl Perkins Grant	\$2,000.00	\$0.00	\$2,000.00	0.00%
04708 - Medicaid in Public Schools (MIPS)	\$15,000.00	\$14,742.13	\$257.87	98.28%
04709 - Medicaid Administrative Activities (MAAPS)	\$15,000.00	\$12,233.75	\$2,766.25	81.56%
04996 - Elementary & Secondary School Emergency Relief (ESSER)	\$92,400.00	\$92,904.00	(\$504.00)	100.55%
05300 - Sale of Property	\$10,000.00	\$829.05	\$9,170.95	8.29%
05301 - Insurance Adjustments	\$27,000.00	\$27,371.41	(\$371.41)	101.38%
05690 - Other Non-revenue Receipts	\$62,000.00	\$1,135.45	\$60,864.55	1.83%
Total	\$10,644,125.12	\$4,395,617.85	\$6,248,507.27	41.30%

Total MS HVAC Renovation Project as of 04/30/21 - Pay App #1

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	Retainage
1	HVAC Equipment	\$626,954.00		\$626,954.00	\$0.00			\$0.00	0.00%	\$626,954.00	\$0.00
2	VAV Boxes/Registers	\$14,108.00		\$14,108.00	\$0.00			\$0.00	0.00%	\$14,108.00	\$0.00
3	Refrigeration Piping	\$13,000.00		\$13,000.00	\$0.00			\$0.00	0.00%	\$13,000.00	\$0.00
4	Duct Wrap Insulation	\$8,739.00		\$8,739.00	\$0.00			\$0.00	0.00%	\$8,739.00	\$0.00
5	Air Balancing (Air & Fluid)	\$17,500.00		\$17,500.00	\$0.00			\$0.00	0.00%	\$17,500.00	\$0.00
6	Equipment Rental	\$9,000.00		\$9,000.00	\$0.00			\$0.00	0.00%	\$9,000.00	\$0.00
7	Temperature Controls (Engineered Controls)	\$265,000.00		\$265,000.00	\$0.00			\$0.00	0.00%	\$265,000.00	\$0.00
8	Roof Work (Ziemba Roofing)	\$5,000.00		\$5,000.00	\$0.00			\$0.00	0.00%	\$5,000.00	\$0.00
9	Structural Steel	\$5,000.00		\$5,000.00	\$0.00			\$0.00	0.00%	\$5,000.00	\$0.00
10	Crane Rental	\$22,000.00		\$22,000.00	\$0.00			\$0.00	0.00%	\$22,000.00	\$0.00
11	Ceiling Work	\$7,500.00		\$7,500.00	\$0.00			\$0.00	0.00%	\$7,500.00	\$0.00
12	Electrical Work (A&E Electrical)	\$144,300.00		\$144,300.00	\$0.00	\$40,000.00		\$40,000.00	27.72%	\$104,300.00	\$4,000.00
13	Plumbing Work (Uden Plumbing)	\$179,775.00		\$179,775.00	\$0.00			\$0.00	0.00%	\$179,775.00	\$0.00
14	Labor/Sheetmetal	\$220,374.00		\$220,374.00	\$0.00	\$10,000.00		\$10,000.00	4.54%	\$210,374.00	\$1,000.00
15	Demo	\$14,250.00		\$14,250.00	\$0.00			\$0.00	0.00%	\$14,250.00	\$0.00
16	Discovery Allowance	\$50,000.00		\$50,000.00	\$0.00			\$0.00	0.00%	\$50,000.00	\$0.00
17	Bond	\$20,000.00		\$20,000.00	\$0.00	\$20,000.00		\$20,000.00	100.00%	\$0.00	\$2,000.00
18	Floor Protection	\$7,500.00		\$7,500.00	\$0.00			\$0.00	0.00%	\$7,500.00	\$0.00
	Total	\$1,630,000.00	\$0.00	\$1,630,000.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	4.29%	\$1,560,000.00	\$7,000.00

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

04/01/2021 through 04/30/2021

Bank Statement Reconciliation Summary

Statement Balance	\$ 319,448.95
- Outstanding checks	\$ 5,658.73
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 313,790.22
+ Investments	\$ 37,000.00
Book Balance	\$ 350,790.22

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
05/11/2021	1909	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 500.00
05/11/2021	1910	Ameritas Life Insurance Corp..	Vision Insurance	\$ 1,057.28
05/11/2021	1911	Blue Cross Blue Shield	Dental Insurance	\$ 732.26
05/11/2021	1911	Blue Cross Blue Shield	District Dental Insurance	\$ 220.33
05/11/2021	1911	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 5,905.35
05/11/2021	1911	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,213.48
05/11/2021	1911	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 4,727.25
05/11/2021	1911	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 2,311.52
05/11/2021	1911	Blue Cross Blue Shield	District HDHP Health Ins SPD	\$ 1,044.00
05/11/2021	1911	Blue Cross Blue Shield	District Health Ins 2PT	\$ 25,098.48
05/11/2021	1911	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 12,845.88
05/11/2021	1911	Blue Cross Blue Shield	District Health Ins FAM	\$ 87,520.58
05/11/2021	1911	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,435.60
05/11/2021	1911	Blue Cross Blue Shield	District Health Ins SPD	\$ 8,623.23
05/11/2021	1911	Blue Cross Blue Shield	District Health Ins Split	\$ 1,862.14
05/11/2021	1911	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 616.74
05/11/2021	1911	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,236.25
05/11/2021	1911	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 225.63
05/11/2021	1912	Cavalry SPV I, LLC	Kearney County Court Cavalry	\$ 139.39
05/11/2021	1913	Credit Management Services, Inc.	Credit Mgmt Services, Inc	\$ 182.85
05/11/2021	1914	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 1,475.00
05/11/2021	1915	Ivy Funds	Waddell & Reed TSA	\$ 1,000.00
05/11/2021	1916	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 269.50
05/11/2021	1916	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,245.83
05/11/2021	1916	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 487.10
05/11/2021	1917	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 3,881.27
05/11/2021	1918	Minden Public Schools	District Court	\$ 1,351.00
05/11/2021	1918	Minden Public Schools	F/b Dependent Care	\$ 2,691.57
05/11/2021	1918	Minden Public Schools	F/b Medical Dental	\$ 3,920.90
05/11/2021	1918	Minden Public Schools	Increased Retirement Percent	\$ 13,068.39
05/11/2021	1918	Minden Public Schools	NE Retirement	\$ 88,672.43
05/11/2021	1918	Minden Public Schools	NE Retirement Repayment	\$ 288.50
05/11/2021	1919	Minden Public Schools.	Computer Lease Purchase	\$ 244.20
05/11/2021	1920	Mps Payroll	Federal Withholding	\$ 40,400.46
05/11/2021	1920	Mps Payroll	FICA	\$ 64,834.74
05/11/2021	1920	Mps Payroll	Medicare	\$ 15,162.94
05/11/2021	1921	Mps Payroll NE Income Tax	State Withholding - NE	\$ 18,153.99
05/11/2021	1922	New York Life	Ny Life Tsa	\$ 200.00
05/11/2021	1923	ADA Sports and Rackets, LLC	HS PE Supplies	\$ 372.00
05/11/2021	1924	Admin Partners, LLC	403(b) Document Admin Fee	\$ 100.00
05/11/2021	1925	Alpha Rehabilitation, P.C.	OT & Speech Services	\$ 343.66
05/11/2021	1926	Amazon Capital Services, Inc.	1st Grade Supplies	\$ 194.10
05/11/2021	1926	Amazon Capital Services, Inc.	3rd Grade Supplies	\$ 214.06
05/11/2021	1926	Amazon Capital Services, Inc.	Activities Supplies	\$ 40.63
05/11/2021	1926	Amazon Capital Services, Inc.	East Coding Robots	\$ 580.92
05/11/2021	1926	Amazon Capital Services, Inc.	HS Art Supplies	\$ 317.16
05/11/2021	1926	Amazon Capital Services, Inc.	HS Life Skills Textbooks	\$ 105.68
05/11/2021	1926	Amazon Capital Services, Inc.	HS Math Supplies	\$ 33.98
05/11/2021	1926	Amazon Capital Services, Inc.	HS Office Supplies	\$ 74.01
05/11/2021	1926	Amazon Capital Services, Inc.	HS Tech & Library Supplies	\$ 1,543.84
05/11/2021	1926	Amazon Capital Services, Inc.	Kindergarten Supplies	\$ 112.73
05/11/2021	1926	Amazon Capital Services, Inc.	Middle School Supplies	\$ 497.27

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
05/11/2021	1926	Amazon Capital Services, Inc.	MS Science Supplies	\$ 441.04
05/11/2021	1926	Amazon Capital Services, Inc.	MS Supplies	\$ 215.07
05/11/2021	1926	Amazon Capital Services, Inc.	MS Tech Supplies	\$ 99.95
05/11/2021	1927	Aurora Cooperative	Fuel	\$ 3,191.02
05/11/2021	1928	Axtell Community Schools	Student SPED Tuition	\$ 1,977.01
05/11/2021	1929	Ballew Saw and Tool, Inc.	HS Wood Shop Supplies	\$ 1,093.90
05/11/2021	1930	BIO Corporation	HS Biology Supplies	\$ 289.32
05/11/2021	1931	Black Hills Energy	Bus Barn Natural Gas	\$ 494.32
05/11/2021	1931	Black Hills Energy	East Natural Gas	\$ 532.13
05/11/2021	1931	Black Hills Energy	MS Natural Gas (Activity Bldg Meter)	\$ 772.86
05/11/2021	1931	Black Hills Energy	MS/HS Natural Gas	\$ 2,537.70
05/11/2021	1932	Blick Art Materials	HS Art Supplies	\$ 3,555.06
05/11/2021	1932	Blick Art Materials	MS Art Supplies	\$ 1,351.14
05/11/2021	1933	Business Telecommunication Systems	East Telephone System	\$ 225.00
05/11/2021	1934	Cardmember Service	HS Ag Class Supplies	\$ 333.92
05/11/2021	1934	Cardmember Service	HS Physics Books	\$ 148.77
05/11/2021	1934	Cardmember Service	HS Software Subscription	\$ 5.00
05/11/2021	1935	Carolina Biological Supply Company	HS Ag Class Supplies	\$ 67.80
05/11/2021	1936	Centra Chemical Service, Inc.	Fertilizer and Pesticide	\$ 962.10
05/11/2021	1937	Century Link Long Distance	Long Distance Telephone Service	\$ 7.24
05/11/2021	1938	CenturyLink - Regular Telephone	Telephone Service	\$ 479.75
05/11/2021	1939	City Of Minden	Utilities	\$ 17,774.74
05/11/2021	1940	Clearly Communications	Telephone Services	\$ 714.74
05/11/2021	1941	Committee for Children	MS Curriculum	\$ 2,259.00
05/11/2021	1942	Conditioned Air Mechanical Systems & Service	HVAC Repair	\$ 10,870.00
05/11/2021	1943	Cornerstone Electric	HS Lighting Relay Replacement	\$ 3,190.63
05/11/2021	1944	Dakota Potters Supply, LLC	MS Art Supplies	\$ 220.23
05/11/2021	1945	Dollar General	East Life Skills Supplies	\$ 5.00
05/11/2021	1945	Dollar General	HS Life Skills Supplies	\$ 14.50
05/11/2021	1945	Dollar General	Preschool Supplies	\$ 13.70
05/11/2021	1946	Donald D. Nelson	Aeration Services	\$ 400.00
05/11/2021	1947	Educational Service Unit #10	SPED Services & Powerschool	\$ 546.47
05/11/2021	1948	Educational Service Unit #11	Firewall Renewal	\$ 7,012.78
05/11/2021	1949	Family Physical Therapy & Sports Center, P.C.	OT/PT Services	\$ 5,145.00
05/11/2021	1950	Fifth Street Printing	Envelope Printing	\$ 28.50
05/11/2021	1950	Fifth Street Printing	Message Pads	\$ 40.00
05/11/2021	1951	Flinn Scientific	HS Science Supplies	\$ 297.09
05/11/2021	1952	Gopher	East PE Supplies	\$ 134.49
05/11/2021	1953	Gumdrop Books	East Library Books	\$ 845.44
05/11/2021	1954	Harris School Solutions	Business Office Software Renewals	\$ 7,862.88
05/11/2021	1955	Hometown Leasing	Copier & Printer Lease #22795217	\$ 3,900.00
05/11/2021	1956	Intelitek	HS Robotics Curriculum	\$ 995.00
05/11/2021	1957	JW Pepper & Son, Inc.	HS Instrumental Music	\$ 151.99
05/11/2021	1958	Kearney County Health Services	Drug Testing	\$ 33.00
05/11/2021	1959	Kearney Hub	Employment Advertising	\$ 331.36
05/11/2021	1960	Kearney Quality Sew & Vac., Inc	HS Quilting Machine Repair & Supplies	\$ 67.96
05/11/2021	1961	Kearney Winnelson Co.	East Plumbing Repair	\$ 44.10
05/11/2021	1961	Kearney Winnelson Co.	Tools	\$ 813.59
05/11/2021	1962	Kreg Tool	HS Wood Shop Supplies	\$ 77.97
05/11/2021	1963	Landmark Implement Carquest	Bus Barn Supplies	\$ 31.36
05/11/2021	1963	Landmark Implement Carquest	Mower Oil & Filters	\$ 30.66
05/11/2021	1964	Mason's Market	HS FCS Supplies	\$ 233.18

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
05/11/2021	1964	Mason's Market	HS Life Skills Supplies	\$ 43.49
05/11/2021	1964	Mason's Market	Inv: 2021-04 STMTC	\$ 18.14
05/11/2021	1964	Mason's Market	MS Life Skills Supplies	\$ 26.90
05/11/2021	1964	Mason's Market	MS Science Supplies	\$ 54.55
05/11/2021	1964	Mason's Market	Preschool Supplies	\$ 14.36
05/11/2021	1964	Mason's Market	Water Softener Salt	\$ 879.48
05/11/2021	1965	McGraw Hill School Education	3rd Grade Reading Books	\$ 1,753.54
05/11/2021	1965	McGraw Hill School Education	MS Math Books	\$ 663.08
05/11/2021	1966	Mid-States Automation & Control, Inc.	East HVAC Repair	\$ 1,501.00
05/11/2021	1967	Minden Courier	District Printing & Advertising	\$ 69.81
05/11/2021	1968	Minden Hardware	HS Ag Class Supplies	\$ 72.82
05/11/2021	1968	Minden Hardware	Supplies & Repairs	\$ 325.33
05/11/2021	1969	Minden Lumber & Concrete	Preschool Fence Repair	\$ 6.99
05/11/2021	1969	Minden Lumber & Concrete	Track Area Repairs	\$ 140.86
05/11/2021	1970	Minden Machine Shop, Inc.	CNC Plasma Arc Cutter Supplies	\$ 421.17
05/11/2021	1971	Mosyle Corporation	Apple Device Management Software	\$ 3,905.00
05/11/2021	1972	MSC Industrial Supply Co.	HS Metals Drill Bits	\$ 49.80
05/11/2021	1973	Nasco	HS FCS Supplies	\$ 388.51
05/11/2021	1973	Nasco	HS Health Class Supplies	\$ 194.66
05/11/2021	1974	NCSA	NASBO Convention Registration	\$ 90.00
05/11/2021	1974	NCSA	NCSA & ASBO Dues	\$ 575.00
05/11/2021	1974	NCSA	NCSA Membership Renewal	\$ 805.00
05/11/2021	1975	Omaha World-Herald - NEI	HS Classroom Newspaper Subscription	\$ 1,028.50
05/11/2021	1976	One Source	Background Checks	\$ 125.00
05/11/2021	1977	Paxton Patterson	HS Metals Shop Supplies	\$ 702.40
05/11/2021	1978	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 5,517.00
05/11/2021	1979	Plank Road Publishing	Music Magazines & CDs	\$ 127.45
05/11/2021	1980	Pony Express Ford	Bus 21P Service	\$ 65.07
05/11/2021	1981	Presto-X Company	Pest Control Services	\$ 139.00
05/11/2021	1982	Prestwick House, Inc.	6th Grade English Books	\$ 395.56
05/11/2021	1983	Protex Central, Inc.	Bus Barn Fire Extinguisher Testing & Repair	\$ 106.40
05/11/2021	1983	Protex Central, Inc.	East Fire Alarm Repair	\$ 444.22
05/11/2021	1984	Read to Them, Inc	MS Reading Intervention Books	\$ 2,235.00
05/11/2021	1985	REK Enterprises,	Concrete Buggy Rental	\$ 127.84
05/11/2021	1986	Richard Widdifield	Bus 20P Brake Repair	\$ 334.55
05/11/2021	1987	School Specialty, LLC	Central Office Supplies	\$ 43.91
05/11/2021	1987	School Specialty, LLC	MS Science Supplies	\$ 86.36
05/11/2021	1987	School Specialty, LLC	MS SPED Supplies	\$ 381.43
05/11/2021	1988	Social Studies School Service	HS Social Studies Supplies	\$ 57.09
05/11/2021	1989	Teachers Pay Teachers	6th Grade Language Arts Supplies	\$ 102.99
05/11/2021	1989	Teachers Pay Teachers	6th Grade Math Supplies	\$ 67.97
05/11/2021	1990	The Home Depot Pro	Custodial Supplies	\$ 1,159.33
05/11/2021	1991	Trade Well Pallet, Inc.	East Wood Chips	\$ 630.00
05/11/2021	1992	Verizon Wireless	Wireless Hotspot Data Plan	\$ 160.04
05/11/2021	1993	Village Uniform	East Mop & Mat Service	\$ 121.66
05/11/2021	1993	Village Uniform	HS Mop & Mat Service	\$ 353.89
05/11/2021	1993	Village Uniform	MS Mop & Mat Service	\$ 276.46
05/11/2021	1994	Ward's Science	HS Ag Class Supplies	\$ 247.00
05/11/2021	1994	Ward's Science	HS Science Supplies	\$ 94.24
05/11/2021	1995	Widdifield, James T	April Reimbursement	\$ 139.83
05/11/2021	1996	Woodcraft Supply, LLC	HS Wood Shop Supplies	\$ 652.84
05/11/2021	1997	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
05/11/2021	1998	Wright Express Fleet Services	Fuel	\$ 1,061.59
05/11/2021	1999	Zaner-Bloser, Inc.	1st Grade Handwriting Books	\$ 807.69
05/11/2021	2000	Ziemba Roofing Company	East Roof Repair	\$ 235.00
05/11/2021	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 35.35
Subtotal				\$ 536,355.71
Net Payroll - May 2021				\$ 365,101.71
Total General Fund Disbursements - May 2021				\$ 901,457.42

Secretary Kevin Raun

Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	4/8/2021	Sysco - EFT	Commodities	\$ 2,225.81
EFT	4/8/2021	US Foods	Commodities	\$ 3,739.40
5662	4/8/2021	Hiland Dairy	Milk Products	\$ 6,086.00
5663	4/8/2021	Mason's Market	Commodities	\$ 15.88
5664	4/8/2021	Dollar General	Lunch Room Supplies	\$ 11.20
5665	4/8/2021	Chesterman Company	Beverages	\$ 372.80
5666	4/8/2021	Cash-wa Distributing Co.	Commodities	\$ 12,890.19
5667	4/8/2021	Minden Office Supply	Lunch Room Printer Ink	\$ 22.05
5668	4/8/2021	Village Uniform	Kitchen Rag and Apron Service	\$ 222.64
240	5/11/2021	Ameritas Life Insurance Corp..	EE Vision Insurance Premiums	\$ 61.08
241	5/11/2021	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$ 5,042.34
242	5/11/2021	Madison National Life Insurance Co., Inc.	EE FEBA Life Insurance Premiums	\$ 22.00
242	5/11/2021	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 9.55
242	5/11/2021	Madison National Life Insurance Co., Inc.	Long Term Disability	\$ 9.80
243	5/11/2021	Minden Public Schools	EE & ER Retirement Contributions	\$ 2,549.54
243	5/11/2021	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 408.33
244	5/11/2021	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 2,290.98
245	5/11/2021	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 201.99
Subtotal				\$ 36,181.58
Net Payroll - May 2021				\$ 10,177.66
Total Lunch Fund Disbursements				\$ 46,359.24

Building Fund Liabilities

Check Number	Date	Payee	Reason	Amount
577	5/11/2021	Engineering Technologies, Inc.	MS HVAC Reno. Construction Admin - 46.19% Complete	\$5,500.00
578	5/11/2021	Rutt's Heating & Air Conditioning, Inc.	Bond - 100% Complete	\$20,000.00
578	5/11/2021	Rutt's Heating & Air Conditioning, Inc.	Electrical Work - 27.72% Complete	\$40,000.00
578	5/11/2021	Rutt's Heating & Air Conditioning, Inc.	Labor/Sheetmetal - 4.54% Complete	\$10,000.00
578	5/11/2021	Rutt's Heating & Air Conditioning, Inc.	Less: Retainage	(\$7,000.00)
Total Building Fund Disbursements - May 2021				\$ 68,500.00



MINDEN PUBLIC SCHOOLS
ACTIVITIES/ATHLETIC DEPARTMENT
Ed Rowse, Asst. Prin./Act. Dir.

622 W. 3rd Street
Minden, NE 68959-1598
308-832-2254 School
308-832-1892 Fax

May 2021 BOARD MEETING
ACTIVITIES DIRECTOR REPORT

It was a very busy month with around 36 activities that took place either on site or on the road. We are thankful to be able to have these activities this spring after going through last spring. This has been anything but a normal year even though we have been able to have school and most activities.

FCCLA

State FCCLA was virtual this year and our students did a terrific job with their projects and testing. Mrs. Johnson does a very good job with her students getting them started and guiding them through the process.

Abby Fiske and Peyton Schoone:

Gold Medal
State Champion - Chapter Service Project Portfolio (project based on Veteran's Breakfast)

Leah Livingston and Sonny Sowles:

Gold Medal
State Champion - Repurpose and ReDesign (project involved using toilet paper rolls as fancy gift boxes)

Kaylee Smith and Bailey Arnold:

Gold Medal
State Runner-Up - Entrepreneurship (project about starting up an environmentally friendly hair projects company)

Alexis Tira:

Gold Medal
State Runner-Up - Fashion Construction (made an outfit from faux leather)

*** ALL seven of these girls qualified to compete at Nationals this year!!! The competition will once again be virtual. There is still an outside chance that we may be able to travel to Nashville for the actual conference.
*** Leah Livingston and Sonny Sowles EACH earned a \$3000 scholarship to FIDM (a highly renowned Art and Design college in Los Angeles, CA)

Also placing on Written content area Exams: (this was new this year)

Jessica Tunnell:

2nd place - Nutrition

Bailey Arnold:

3rd Place - Personal Finance

Kaylee Smith:

3rd Place - General FCS

One thing IS for sure ... I am VERY PROUD of these students. They all had exceptional projects!

-Pam Johnson

Girls and Boys Track

Our track team has competed very well so far this season. Our teams have placed in the top half of the pack most of the time and have brought home a plaque or two as well. We had 10 athletes invited to compete in Papillion a few weeks ago. There were several placers and personal bests and Gage Fries won the 110 hurdles. We competed in Broken Bow last Saturday for SWC and the boys finished 3rd and the girls 8th. Districts will be in Aurora Thursday, May 13th.

Boys Golf

The 2021 Minden Boys Golf team consists of 13 golfers. They have competed in nine varsity tournaments and three jv tournaments so far this season. The team continues to improve as the varsity has won a tournament and is placing higher in the pack consistently this year. Our jv golfers have won two meets and are placing more individuals. The coaches are head coach-Taylor Maulsby, assistant coach-Luke Grossnicklaus, and assistant coach Simon McKenzie.

Extra Curricular Positions:

I would like to recommend Carson Blum as our head boys basketball coach and his assistants would be Tyler Egenberger and Simon McKenzie.

I would like to recommend Carly Miller to be our high school assistant volleyball coach. She is a very good teacher and has coached jr. high volleyball in the past so this progression would be great for our program.

I would like to recommend Liz Bloomfield to be our head softball coach and Tara Kolbo as our assistant softball coach. Liz has been both head and assistant coach for softball in the past so she comes with experience and is excited to coach with Tara. Tara is new to our program but has coached some of our players in the past through club softball. She is also very excited to work with our program.

It has been a very busy spring and days are flying by very quickly. I look forward to the next couple weeks and finishing up a terrific school year!

Ed Rowse

Minden High School

May 10th, 2021

Board of Education Report



1. NEBRASKA FCCLA RECOGNIZES 2021 STATE LEADERS AND AWARD WINNERS

The Nebraska Family, Career, and Community Leaders of America (FCCLA) met virtually for their annual State Leadership Conference April 12-13 from locations across the state. More than 700 students and advisers from 81 Nebraska schools participated in the conference to grow their leadership skills, celebrate their accomplishments from the past year, and prepare for their future careers with Nebraska FCCLA. A variety of breakout sessions and activities were available for participants to engage in including the SLC Service Project Literature for Littles, where members could develop an activity to accompany a children's book related to an FCCLA National Program and complete the activity with elementary school students. During the conference, 427 students participated in STAR (Students Taking Action with Recognition) competitive events. Students placing first and second in the competitive events qualified to compete in the FCCLA National STAR Event Competition taking place virtually in May. Members will be recognized for their success through STAR Events during the hybrid National Leadership Conference June 27-July 1 in Nashville, Tennessee, and virtually online.

In addition to the competitive events, elections of FCCLA state officers and leadership positions were held during the conference.

2021-2022 Nebraska FCCLA State Officers:

Kaylee Hilbers, Logan View - President

Rylie Wright, Hemingford - First Vice-President

Ally Sedlacek, O'Neill - Secretary

Natalie Brabec, Leigh-Clarkson - Vice-President of Competitive Events

Harleigh Claussen, O'Neill - Vice-President of Development

Tessa Cherry, Twin River - Vice-President of Membership

Milli Ciprian, Kearney - Vice-President of Programs

Abby Fiske, Minden - Vice-President of Public Relations

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Members and chapters receiving State Champion and State Runner-up for STAR events are as follows:

Chapter Service Project Portfolio, Level 3

State Champion – Abby Fiske, Peyton Schoone, Minden, Gold

State Runner-Up – Angelica Corey, Cambridge, Silver

Entrepreneurship, Level 3

State Champion – Sydney Fisher, Northwest, Gold

State Runner-Up – Kaylee Smith, Bailey Arnold, Minden, Gold

Fashion Construction, Level 2

State Champion – Piper Dather, Crofton, Gold

State Runner-Up – Alexis Tira, Minden, Gold

Repurpose and Redesign, Level 3

State Champion – Sonny Sowles, Leah Livingston, Minden, Gold

State Runner-Up – Ella Mitchell, Mikayla Hinrichs, Aurora, Gold

General FCS Knowledge Test:

1st place: Ruben Vega, Wayne

2nd place: Amanda Burris, Holdrege

3rd place: Kaylee Smith, Minden

Nutrition Knowledge Test:

1st place: Brooklyn Macholan, Howells-Dodge

2nd place: Jessie Tunnell, Minden

3rd place: Natalie Bentjen, Wayne

Personal Finance Knowledge Test:

1st place: Ruben Vega, Wayne

2nd place: Natalie Bentjen, Wayne

3rd place: Bailey Arnold, Minden

2. FBLA Member does well at State Leadership Conference

Connor Carpenter also brought home some hardware from the State Leadership Conference. He placed second in “Banking and Financial Systems” and will be eligible to attend the national leadership conference in June.

3. What's the National Average ACT Score?

Nearly two million students nationwide took the ACT in 2019/2020—1.67 million, to be precise. Out of all of those tests, the national average scores came out as follows:

Please review the table at the end of this article to see how Minden High School students scored on the ACT.

National Average Score 2019-2020 (Most recent data)

ACT Section	Average Score
English	19.9
Math	20.2
Reading	21.2
Science	20.6
Composite	20.6

Sources: [ACT National Profile Report 2020](#)

Remember that each ACT section, and the overall composite score, are scored between 1 and 36.

This means that if a student would get a composite score of 21 or higher, that student will beat half the other high school students in the country. If the score would get significantly higher than 21, the student would have beaten out a majority of test takers.

But what about the ACT averages in each state specifically?

(Continued to next page)

All Average ACT Scores by State (2020)

The following table contains all ACT state averages for the class of 2020 (the most recent data available). We've also included state participation rates to give you an idea of the reach of the ACT in each state and the size of the population being tested.

State Averages 2019-2020

<u>State</u>	<u>Participation</u>	<u>Composite</u>
Alabama	100%	18.8
Alaska	33%	20.1
Arizona	71%	19.1
Arkansas	100%	19
California	19%	23.3
Colorado	25%	23.7
Connecticut	19%	25.9
Delaware	11%	24.2
District of Columbia	33%	23.1
Florida	46%	20.6
Georgia	43%	21.7
Hawaii	82%	18.5
Idaho	28%	22.7
Illinois	31%	24.7
Indiana	25%	22.6
Iowa	68%	21.1
Kansas	82%	20.4
Kentucky	100%	19.5
Louisiana	100%	18.7
Maine	5%	24.9
Maryland	19%	23.8
Massachusetts	18%	26
Michigan	17%	24.6
Minnesota	92%	21.3
Mississippi	100%	18.2
Missouri	78%	20.7
Montana	100%	19.9
Nebraska	100%	19.9

Nevada	100%	17.9
New Hampshire	12%	25.7
New Jersey	23%	24.4
New Mexico	56%	19.3
New York	20%	24.9
North Carolina	100%	18.8
North Dakota	94%	19.6
Ohio	100%	19.9
Oklahoma	100%	18.7
Oregon	42%	21
Pennsylvania	15%	23.7
Rhode Island	11%	24.8
South Carolina	76%	18.4
South Dakota	70%	21.7
Tennessee	100%	19.3
Texas	38%	20.2
Utah	100%	20.2
Vermont	23%	23.3
Virginia	19%	24.4
Washington	20%	22.9
West Virginia	38%	20.9
Wisconsin	100%	20.1
Wyoming	100%	19.7
National	49%	20.6

Source: [Average ACT Scores by State Graduating Class 2020](#)

ACT Averages by State: Hall of Fame

Now that you've had a chance to skim the list of state ACT averages, we thought it would be fun to highlight the highs and lows of the United States' ACT performance. See if your state made the cut below!

Highest ACT State Score: Connecticut and Massachusetts

Massachusetts has the highest ACT score in the country, with an average composite of 26, just above Connecticut (25.9) and New Hampshire (25.7).

However, it should be noted that these three states have relatively low ACT participation: 12% for New Hampshire, 18% for Massachusetts, and 19% for Connecticut. This is because the SAT is more popular in these states. So what does this data mean? Ultimately, it suggests that those taking the ACT in these states are ambitious, college-bound students looking to improve their applications, which would make for a higher average ACT score.

Team Players: 100% ACT Participation

There are 15 states with 100% ACT participation. These states have made the ACT a mandatory part of their statewide testing regimens, helping high school students be better prepared for their college applications.

- Alabama
- Arkansas
- Kentucky
- Louisiana
- Mississippi
- Montana
- **Nebraska**
- Nevada
- North Carolina
- Ohio
- Oklahoma
- Tennessee
- Utah
- Wisconsin
- Wyoming

Highest ACT State Score With 100% Participation: Utah and Wisconsin

As you know, 15 states currently have 100% ACT participation. The state with the highest average score out of this group has a lot to be proud of because that average represents the entire high school population of that state.

So who wins? Utah is barely ahead of Wisconsin, with a 20.2 average composite score (vs. Wisconsin's 20.1 average). The runners-up are Montana, **Nebraska** and Ohio, each with a 19.9 average composite.

Lowest Participation: Maine

Maine wins this one by a landslide, with just 5% of its students taking the ACT. This is likely because the [SAT is still the test of choice in that northeastern state](#). However, the SAT, which was once required in Maine, is now optional as well.

Lowest ACT State Score: Nevada

Nevada earns the dubious honor of getting the lowest average ACT score, with an average composite of 17.9.

This low average is likely due to the fact that [Nevada only recently began to mandate statewide ACT testing starting in 2016](#). In general, big jumps in test takers often result in lower averages. As such, this new average is noticeably lower than Nevada's 2015 average of 21, back when just some students took the ACT.

As the ACT becomes a staple of Nevada's state testing regimen, averages will likely increase.

Key Takeaways: Average ACT Scores by State

As you can see, the average ACT score can change pretty dramatically depending on which state you're looking at.

Nationally, the average composite ACT score is 20.6.- In general, states with 100% participation rates (i.e., states that require the ACT) tend to have lower averages, whereas states with low participation rates tend to have higher averages.

In terms of notable states, here's a quick wrap-up of the ACT "awards" we gave above:

- **Highest ACT State Score: Massachusetts (26 average)**
- **Team Players: 100% ACT Participation**
 - **Alabama**
 - **Arkansas**
 - **Kentucky**
 - **Louisiana**
 - **Mississippi**
 - **Montana**
 - **Nebraska**
 - **Nevada**
 - **North Carolina**
 - **Ohio**
 - **Oklahoma**
 - **Tennessee**
 - **Utah**
 - **Wisconsin**
 - **Wyoming**
- **Highest ACT State Score With 100% Participation: Utah (20.2 average)**
- **Lowest ACT State Score: Nevada (17.9 average)**

(material retrieved from: <https://blog.prepscholar.com/act-scores-by-state-averages-highs-and-lows>, ACT and from the Nebraska Department of Education.)

(Minden High School ACT Data-Continued on next page)

2011-2021 ACT Comparision of Minden High School & State of Nebraska

	English		Mathematics		Reading		Science		Composite	
	Minden	State	Minden	State	Minden	State	Minden	State	Minden	State
2011	22.0	21.8	23.3	21.7	21.5	22.3	21.9	22.0	24.1	22.1
2012	22.3	21.8	22.5	21.7	23.9	22.3	22.4	21.9	22.1	22.1
2013	21.3	21.1	21.7	21.1	22.3	21.8	21.9	21.5	21.9	21.5
2014	23.6	21.3	22.5	21.1	23.5	22.0	22.9	21.7	23.2	21.7
2015	22.2	21.1	22.9	21.0	22.0	21.9	22.6	21.6	22.5	21.5
2016	19.8	20.9	21.8	20.8	22.3	21.8	21.2	21.5	21.4	21.4
2017	22.1	20.9	22.2	20.9	23.3	21.9	22.1	21.5	22.5	21.4
2018	17.1	18.4	18.6	19.3	18.9	19.5	18.8	19.7	18.5	19.4
2019	18.9	18.4	19.4	19.3	19.5	19.5	19.5	19.5	19.4	19.3
2020	19.7	*	20.0	*	20.2	*	20.0	*	20.1	*
2021	16.9	**	18.7	**	20.2	**	19.4	**	18.9	**

Represents a score that "equals" or "exceeds" state average.

Represents a score that is "below" state average.

* Data not compared across the state of Nebraska due to COVID-19

** Comparisi on data not available at time of printing

Minden Public Schools
C.L. Jones Middle School
May 2021 Report to the Board of Education
Mrs. Chelsey Jensen, Administrator

The following information is a list of highlights at C.L. Jones Middle School:

Whippet of the Month Awards-

Congratulations to our April 2021 Whippets of the Month!

4th grade- Stella Birkestrand, Halli Hartman

5th grade- Zipporah Wilson, Selena Sharkey

6th grade- Trenton Murray, Chloe Osborn

7th grade- Terry Hofaker, Shelby Nelson

8th grade- Brett Eckhardt, Emma Grube

Middle School and High School Collaboration-

We are excited to announce that our eighth grade students will have the opportunity to participate in a metals, agriculture, and woods class next year. Thank you to the high school staff and administration for their willingness to work with the middle school to allow this broadened educational opportunity for the students!

Middle School Band/ Vocal Concert-

The middle school band/ vocal concert will take place on Monday, May 10th for grades 4-8. The following order will be used for the concert: 4th grade, 5th grade vocal, 5th grade band, 6th grade vocal, 6th grade band, 6th grade vocal, 6th grade band, 7-8th grade vocal, 7th grade band, 8th grade band, 7-8th grade band. We are excited to host an in-person concert to showcase our middle school students' hard work!

CLJMS Carnival-

The 2021 CLJMS Student Council sponsored school carnival was reinvented to some extent this year in order to provide a more Covid safe environment for students and faculty. The event was held during the school day so that each and every student was given the chance to participate in the festivities. Each grade level was allotted a time during the day to play games and enjoy some treats. Students could win prizes that were donated by the families of student council members and enjoy a popsicle donated to us from Mason's market. Many teachers shared how grateful they were that all students could be a part of the day and students expressed how much they enjoyed participating in the event with their peers. The students had a great time!

Purple and White Day-

CLJMS Student Council will finish out our school year with a purple and white day celebration on the last day of school. Student council will organize various games and competitions for the whole school to participate in for the last day of school. Food and beverages will also be provided for students and staff. This day typically culminates in a water balloon battle between student council members so feel free to come by the football field around 11:30 on the last day of school if you need a cool down!

Middle School Dance-

The CLJMS Student Council junior high dance was on April 16th for 7th and 8th grades. This was organized and sponsored by 7th and 8th grade students council members who donated pop and

snacks to sell as concessions, decorated the cafeteria, and also helped clean up at the end of the night. Approximately 100 students attended and had a safe place to hang out with friends on a Friday evening. Thanks to all the community members who donated treats and drinks and to those who helped out on that night including: Collin Nichols, Liz Bloomfield, Erica Jenkins, Kylee Stepp, Donnie Miller, Claire Osgood-Kring, Nicole and Dan Schoone, Beth Christensen, and Whitney Maulsby.

One School, One Book Program-

One School One Book is a movement designed to get an entire school community, including parents/families, involved in the joy of reading. Each family will get a copy of the selected book, *The Boy Who Harnessed the Wind*. Reading a book together brings the added joy of building and expanding a sense of community among students, staff and families. There will be enrichment activities and reading schedules sent home for each student at the beginning of the 2021-2022 school year. The goal of this program is to encourage reading, educational opportunities at home, and to expand our sense of “one community” to reach families.

Middle School Summer Enrichment Learning Program-

All C.L. Jones Middle School students are encouraged to participate in a free, four week summer enrichment learning program. This program is open to all current 4th-8th grade C.L. Jones students. Classes will be Monday- Thursday from 8:30-11:00 from June 1- June 30, 2021. We currently have 15 students enrolled for the summer enrichment learning program. The summer program will take place in the high school, as the middle school will have HVAC construction during June.

Summer Enrichment Learning Program 2021

Dear CLJMS Parents/ Guardians,

I would like to invite your child to participate in this free, four-week, middle school reading and mathematics summer enrichment learning program for C.L. Jones Middle School students. This program is available to any student who is currently in grades 4-8 at CLJMS.

Classes will be in session Monday through Thursday 8:30 am - 11:00 am June 1 through June 30.

- Please register your child and plan for them to attend, Monday through Thursday, during the month of June.
- The registration deadline is May 17, 2021.
- Busing is not available for the summer session, so please plan transportation accordingly.
- Due to renovations in the middle school, the summer program will take place in the high school.
- Students will be grouped according to grade level.
- If you have questions, please contact Mrs. Jensen at 308-832-2338 or chelsey.jensen@mindenwhippets.org.

Please return this registration form to your child's homeroom teacher or the middle school office by May 17, 2021.

Educationally,

Chelsey Jensen
Principal
C.L. Jones Middle School

Minden Public Schools
East Elementary/Minden Public Preschool
May 2020 Report to the Board of Education
Mrs. Sandy Pohl, Administrator

Students have been working hard on assessments during the state testing window as well as on the Measurement of Academic Progress assessment. The state testing is required by the state and is completed by third graders at East Elementary. The MAP assessment serves as our district-wide assessment and is completed by K-3rd graders. The results are analyzed by teachers during staffings to make instructional plans for the upcoming school year. Items discussed during the East day of staffings include resources and supports for individual students, areas of growth at each grade level, and areas to consider improving upon at each grade level.

Upcoming activities in May include Minden Public Preschool graduation, kindergarten through third grade track meet, and second/third grade musical. We also look forward to hosting the graduating seniors in a Whippet Walk. During this walk, our young students get to look in awe at the “big kids” in their caps and gowns. It’s also a special time for the East teachers who many of which began the seniors educational journey.

Teacher appreciation was celebrated during the week of May 3rd through the 7th. It’s a week recognizing all of the wonderful staff within our buildings. However, many parents share their appreciation throughout the year. Examples similar to the parent note below are often sent.

“We adore all of the staff at East, but this year I have been able to see Mr. McCarthy in action because he runs the crosswalk after school on the route we use. East could not be any more lucky to have a teacher that is this good. Every single day this year I have seen him encouraging, supporting, and showing kindness to every single person who uses his crosswalk! I have heard so many comments from him that make me smile! Congratulating kids on their PE success of the day or on their artwork on display in the hall...the list goes on and on! I know he is smiling every day under his mask :) Sometimes I think he needs a longer crosswalk because he has so many great things to tell each kid as they leave the school!

I drive away from East daily thinking “wow! what a teacher!”. He has always been a favorite of my kids and seeing him in action for a quick minute every day I can see why! How awesome that the kids are left every day with words of encouragement or congratulations on the day’s accomplishments! I just think it is so,so,so awesome!

I hope you ALL know just how appreciated you are!” -East Elementary Mother

Superintendent Report

Meeting: May Board Meeting

Date: 5/10/21

Mr. Widdifield

=====

Topics:

Graduation/Honor's Night: We will have Honor's Night on May 14th at 7:30 and in-person graduation on May 15th at 2:00. When you see these people give them a big Thanks for getting this all lined up; Mr. Hosick, Mr. Rowse, Jayne Hoban, and Mr. Horner.

HVAC/Roof projects: We are moving on a number of projects. Sidewalk will start the week of May 24th. HVAC project is already going with getting new wired pulled, moving some units, and switch out motors and water in our boiler system. We will have a few smaller projects to take care of over the summer, but we are moving forward with everything and look forward to lower electric bills and units that will work.

Summer Lunch: We will start summer lunch on June 1st. It will look like the lunch distribution from last summer. Parents will have opportunities to pick up meals during the week. Summer lunch will end the last week of June.

Thank You: I want to thank the staff, administration, community, and school board for the help and support you all have given the school and community. There would only be one way to make this work and that is together. We have accomplished a lot this year, regardless of the circumstance.

Personnel - Non-Certificated Employees

Patient Protection and Affordable Care Act (PPACA) Policy: The Patient Protection and Affordable Care Act (PPACA), requires “large employers”^a to provide full-time employees the opportunity to enroll in “minimum value”^b and affordable”^c health care coverage as provided in the PPACA statutes and regulations.^d The Minden Public School District is a large employer and is therefore subject to the provisions of PPACA.^e To give effect to PPACA with regard to non-certificated employees, the Board of Education of the School District adopts the following policies:

1. Definitions: All terms used herein shall be as defined in PPACA and associated regulations, including the definition of a “full-time employee”^f (full-time employees under the terms of PPACA statutes and regulations are referred to herein as “PPACA Full-Time Non Certificated Employee”).

2. Opportunity to Enroll in “Minimum Value” Health Insurance Coverage – All Non-Certificated Staff: In each school fiscal year beginning with the fiscal year from September 1, 2014 and ending August 31, 2015,^g and each fiscal year thereafter, the School District shall provide all non-certificated staff the opportunity to enroll^h in “minimum value”ⁱ self-only and dependent health insurance under the School District’s group health and dental insurance

^a 26 U.S.C. § 4980H(c)(2)(A) (“The term ‘applicable large employer’ means, with respect to a calendar year, an employer who employed an average of at least 50 full-time employees on business days during the preceding calendar year.”).

^b As defined generally in 26 U.S.C. § 36B(c)(2)(C)(ii) and subsequent regulations (“Coverage must provide minimum value . . . an employee shall not be treated as eligible for minimum essential coverage if such coverage consists of an eligible employer-sponsored plan . . . and the plan’s share of the total allowed costs of benefits provided under the plan is less than 60 percent of such costs.”).

^c As defined generally in 26 U.S.C. § 36B(c)(2)(C)(i)(II) (“Coverage shall be affordable . . . the employee’s required contribution . . . with respect to the plan [must not exceed] 9.5 percent of the applicable taxpayer’s household income.”).

^d See generally Prop. Treas. Reg. § 54.4980H-2(a) (“Section 4980H applies to an applicable large employer and to all of the applicable large employer members that comprise that applicable large employer.”).

^e See generally 26 U.S.C. § 4980H (discussing requirements and penalties for applicable large employers).

^f Prop. Treas. Reg. § 54.4980H-1(a)(18) (defining full-time employee as “an employee who is employed an average of at least 30 hours of service per week with an employer.”).

^g The School District intends to utilize the “transition relief” rules, as provided in Commentary to Prop. Treas. Reg. § 54.4980H.

^h See 26 U.S.C. § 4980H(a)(1) & (b)(1) (“any applicable large employer fails to offer to its full-time employees (and their dependents) the opportunity to enroll in minimum essential coverage under an eligible employer-sponsored plan;” “an applicable large employer offers to its full-time employees (and their dependents) the opportunity to enroll in minimum essential coverage under an eligible employer-sponsored plan . . . for any month”); see also, H-Prop. Treas. Reg. § 54.4980H-4(b) (“Offer of coverage. An applicable large employer member will not be treated as having made an offer of coverage to a full-time employee for a plan year if the employee does not have an effective opportunity to elect to enroll (or decline to enroll) in the coverage no less than once during the plan year. Whether an employee has an effective opportunity is determined based on all the relevant facts and circumstances, including adequacy of notice of the availability of the offer of coverage, the period of time during which acceptance of the offer of coverage may be made, and any other conditions on the offer.”).

ⁱ See, Prop. Treas. Reg. § 54.4980H-1 (“(24) Minimum value. The term minimum value has the same meaning as provided in section 36B(c)(2)(C)(ii) and any regulations or other administrative guidance thereunder”).

provider for such fiscal year to the extent permitted by such provider.

3. Health Insurance Provider and Plan: The Board of Education, in its sole discretion, shall determine the health insurance provider, plan and level of self-only and dependent health insurance coverage, including benefits and deductible, for each fiscal and plan year. The health insurance plan shall meet all requirements for “minimum essential/value” health insurance coverage as provided in the PPACA statutes and regulations, and other applicable statutes, regulations and rulings.^j The “Plan Year” shall be from September 1st through the immediately following August 31st.^k

4. “Look-Back”, “Administrative” and “Stability” Period: For purposes of determining the PPACA Full-Time Non-Certificated Employee status of the non-certificated employees of the School District under PPACA, the Board of Education establishes the following dates for the “Look-Back”, “Administrative” and “Stability” Periods provided under the PPACA statutes and regulations^l for each health insurance Plan Year:

a. Look-Back Period: August 1st of the calendar year immediately preceding the calendar year in which the first day of the health insurance policy plan year through July 31st immediately following such August 1st consisting of a total period of twelve (12) consecutive months.^m

b. Administrative Period: August 1st through August 31st immediately preceding the first day of the health insurance policy plan year;ⁿ and,

^j In determining the coverage available and offered, the Board shall plan to comply with Prop. Treas. Reg. § 54.4980H-5(e)(iii)’s affordability requirements. (“An applicable large employer member satisfies the rate of pay safe harbor with respect to an employee for a calendar month if the employee’s required contribution for the month for the applicable large employer member’s lowest cost self-only coverage that provides minimum value does not exceed 9.5 percent of an amount equal to 130 hours multiplied by the employee’s hourly rate of pay as of the first day of the coverage period (generally the first day of the plan year). For salaried employees, monthly salary is used instead of 130 multiplied by the hourly rate of pay, and, solely for purposes of this paragraph (e)(2)(iii), an applicable large employer member may use any reasonable method for converting payroll periods to monthly salary.”) (emphasis added). See also footnote “p” for full text of “rate of pay” safe harbor provision.

^k Thus, all full-time employees will have the opportunity to enroll in minimum essential coverage from the time the School District will first be subject to the PPACA requirements (under the transition relief rules).

^l See generally Prop. Treas. Reg. § 54.4980H-3 (“Determining full-time employees”).

^m In compliance with Prop. Treas. Reg. § 54.4980H-3(c)(1) (“Under the look-back measurement method for ongoing employees, an applicable large employer determines each ongoing employee’s full-time status by looking back at the standard measurement period. The applicable large employer member determines the months in which the standard measurement period starts and ends, provided that the determination must be made on a uniform and consistent basis for all employees in the same category.”).

ⁿ In compliance with Prop. Treas. Reg. § 54.4980H-4(v)(A) (Subject to . . . limits . . . an applicable large employer member is permitted to apply an administrative period in connection with an initial measurement period and before the start of the stability period. This administrative period must not exceed 90 days in total.”) and Prop. Treas. Reg. § 54.4980H-4(v)(B) (“In addition to the specific limits on the initial measurement period (which must not exceed 12 months) and the administrative period (which must not exceed 90 days), there is a limit on the combined length of the initial measurement period and the administrative period applicable to a new variable hour employee or new seasonal employee. Specifically, the initial measurement period and administrative period together cannot extend beyond the last day of the first calendar month beginning on or after the first anniversary of the employee’s start date.”).

c. Stability Period: September 1st through the immediately following August 31st immediately following such September 1st consisting of a total period of twelve (12) consecutive months.^o

[Example: Look-Back Period = August 1, 2013 to July 31, 2014; Administrative Period = August 1, 2014 to August 31, 2014; and, Stability Period = September 1, 2014 to August 31, 2015]

5. PPACA Employer Premium Supplement Contribution toward the Cost of Health Insurance for “PPACA Full-Time Non-Certificated Employees”: If a PPACA Full-Time Non-Certificated Employee elects to enroll in such health insurance, the District shall contribute to the health insurance carrier on behalf of the employee an amount equal to that portion of the cost of the premium necessary to reduce the employee’s monthly health insurance premium contribution to 9.5%^p of the employee’s “monthly rate of pay” as determined by the following formula: Employee’s hourly rate x 130 = monthly rate of pay (“Premium Supplement”).^q The District’s Premium Supplement contribution, if any, under this provision is not dependent on or altered based upon the level of coverage actually elected by the employee.

6. Declination of Health Insurance Coverage and Cash-in-Lieu of Premium Supplement Election: A PPACA Full-time Non-Certificated Employee may elect not to enroll in the School District’s health insurance plan and decline the School District provided Premium Supplement for (“self-only”) health insurance for the entire fiscal plan year (September 1st through August 31st).

Date of Adoption: September 9, 2013

^o See generally Prop. Treas. Reg. §§ 54.4980H-3(c)(3)(ii)&(iii) (“The stability period must be a period of at least six consecutive calendar months that is no shorter in duration than the initial measurement period.” “This stability period for such employees must not be more than one month longer than the initial measurement period and . . . must not exceed the remainder of the standard measurement period (plus any associated administrative period) in which the initial measurement period ends.”)

^p Pursuant to 26 U.S.C. § 36B(c)(2)(C)(i), “coverage under an employer-sponsored plan is affordable to a particular employee if the employee’s required contribution . . . to the plan does not exceed 9.5 percent of the employee’s household income for the taxable year.” Prop. Treas. Reg. § 54.4980H-5(e)(i).

^q See generally Prop. Treas. Reg. §§ 54.4980H-5(e)(2)(iii) (“Rate of pay safe harbor. An applicable large employer member satisfies the rate of pay safe harbor with respect to an employee for a calendar month **if the employee’s required contribution for the month for the applicable large employer member’s lowest cost self-only coverage that provides minimum value does not exceed 9.5 percent of an amount equal to 130 hours multiplied by the employee’s hourly rate of pay as of the first day of the coverage period (generally the first day of the plan year)**. For salaried employees, monthly salary is used instead of 130 multiplied by the hourly rate of pay, and, solely for purposes of this paragraph (e)(2)(iii), an applicable large employer member may use any reasonable method for converting payroll periods to monthly salary. **An applicable large employer member may use this safe harbor only to the extent it does not reduce the hourly wage of hourly employees or the monthly wages of salaried employees during the calendar year (including through the transfer of employment to another applicable large employer member of the same applicable large employer)**. For this purpose, if coverage is offered during at least one day during the calendar month, the entire calendar month is counted both for purposes of determining the assumed income for the calendar month and for determining the employee’s share of the premium for the calendar month.” (Emphasis added).



Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of Minden Public Schools. When a vacancy exists, the administration may consider reassignment of existing staff to fill the vacancy. When the administration determines that a vacancy cannot be appropriately filled by reassignment of existing staff, the administration is to solicit applicants by advertising or otherwise. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

The rehiring of a former employee is contingent on the former employee having a positive performance record with the District. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.

Legal Reference: Neb. Rev. Stat. Sec. 79-501

Date of Adoption: [Insert Date]

Personnel - All Employees

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 30 minutes before the start of school and 30 minutes after the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the Minden Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, MINDEN PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Minden Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by Minden Public Schools to answer employee questions about these materials are:

Superintendent of Schools

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. Post-accident testing.

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. Random testing.

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. Reasonable suspicion testing.

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received

notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Minden Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		Point Criteria
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt ¹
	B. TV or Internet In-service Programs	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities ²		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation committees	One day = 1 pt
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 1 pt
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Legal Reference: Neb. Rev. Stat. Sec. 79-830

Date of Adoption: [Insert Date]

¹ Except [Name] Public Schools sponsored workshops.

² "Pre-approved Activities" shall mean those professional growth activities proposed by the certificated employee to be credits with points for purposes of professional growth under this policy that have been approved for such purpose in writing by the Superintendent and Principal.

Personnel – Non-Certificated EmployeesLeaves of AbsenceA. Paid Leaves

1. *Paid Leaves Available.* Minden Public Schools makes the following forms of paid leaves available to non-certificated employees: Sick Leave, Bereavement Leave and Vacation Leave.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is August 1st through July 31st.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
5. *Eligibility Based on Employment Status.* For purposes of eligibility for paid leave days, employees are identified as:
 - a. *Full-Time/12-Month Employees* – Employees scheduled to work in one position at least 260 days and 2,080 hours (260 x 8 = 2,080) per leave year. Eligibility for full-time status treatment based on combinations of positions is subject to prior written approval of the Superintendent.
 - b. *Full-Time/9-Month Employees* – Employees scheduled to work in one position at least 180.5 days per leave year and scheduled to work 40 hours per week. Eligibility for full-time status treatment based on combinations of positions is subject to prior written approval of the Superintendent.
 - c. *Part-Time Employees* – Employees scheduled to work in one position at least 180.5 days per leave year and who are scheduled to work at least 20 hours per week; and who do not meet the Full-Time Employee criteria.
 - d. *New Employees* – Employees who have been employed with the District less than 4 months. New employees are not eligible for paid leaves. Upon reaching the 4 month employment anniversary, an employee becomes eligible for paid leaves for the remainder of the leave year, including the 4 month probationary period, on a pro rata basis.
 - e. *Ineligible Employees* – Employees who are not Full-Time/12-Month Full-Time/9-Month or Part-Time Employees, as defined above, including any

employees employed on a substitute or temporary basis. Ineligible Employees are not eligible for any paid leaves.

f. *Change in Employee Status* – An employee who changes from an ineligible for paid leave status to eligible status during a leave year becomes eligible for paid leave at the beginning of the next leave year. An employee who changes from eligible to ineligible status during a leave year becomes ineligible for paid leave at the time the change in status occurs.

6. *Unused Days.* There is no pay for unused paid leave either during or upon ending of employment except as may be provided in written employment contracts approved by the Board, and except as required by law. A condition of paid leave being available is that the employee not engage in misconduct warranting termination. Accordingly, in the event the Superintendent or the Board determines that an employee has engaged in misconduct, there shall be no pay for unused leave days. In the event unused leave days are required to be paid, the employee will be paid at the employee's daily rate of pay at the time the unused paid leave days first became available.

B. Sick Leave

1. *Days Per Leave Year.* Full-Time/12-Month Employees have 8 days of sick leave available per leave year. Other eligible employees have 6 days of sick leave available per leave year.
2. *Availability.* Sick leave is a paid work day when the employee may be absent from duties. Sick days are only available when the employee is unable to perform assigned duties due to the illness or tempera disability of the employee, due to the employee needing to care for a member of the employee's immediate family who is ill or has a serious health condition, or for doctor visits for the employee or a member of the employee's immediate family in circumstances where the doctor's visit could not reasonably be scheduled for non-duty time. Immediate family for purposes of sick leave means the employee's spouse, parents, dependent child, and standing in the same relation to the employee's spouse (in-laws).
3. *Use of Sick Leave.* Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.
4. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45 and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2009-2010 school year will continue to have the excess days available for use, but will not be

given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

C. Bereavement Leave

1. *Immediate Family.* Paid family bereavement leave of 3 consecutive days is available to eligible employees in the event of the death of an immediate family member. The term “immediate family” for this purpose means the employee’s spouse, child, parent, grandparent, grandchild and sibling; and family members standing in the same relation to the employee’s spouse (in-laws). Family bereavement leave of 5 days is available for each such death, provided that the total paid family bereavement taken in a leave year not exceed 10 days.
2. *Non-Immediate Family.* Non-family bereavement leave of 1 day is available to eligible employees in the event of the death of a person who is not an immediate family member, but with whom the employee was so close that the employee would be expected to attend the person’s funeral. Non-family bereavement leave requires advance approval of the employee’s supervisor. The combination of family and non-family bereavement leave may not exceed 10 days in the leave year.
3. *Use of Bereavement Leave.* Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee’s parent, child or spouse, where grief would be expected to impair the employee’s ability to function at work. Bereavement leave will be deducted from an employee’s sick leave balance.
4. *Carry-over and Accumulation.* There is no carry-over or accumulation of unused bereavement leave.

D. Vacation Leave

1. *Eligibility for Vacation Leave.* Vacation leave is available only to Full-Time/12-Month employees and to those employees whose individual employment contract specifies that they are to receive vacation leave.
2. *Days Available.* Employees eligible for vacation leave shall have the following number of vacation days available each leave year:

Years of Continuous Employment	Vacation Days
0-1	-0-
1-20	10
20 or more	15

3. *Availability of Days During Leave Year.* Vacation days will become available within each leave year based on the following formula: Total annual contract days divided by specified vacation days equals days of employment required for each vacation day to become available. Example: Total contract days (260) divided by specified vacation days (10) equals one vacation day available per 26 days of employment. The Superintendent or the Superintendent's designee may approve an employee taking the employee's full annual allotment of vacation days prior to the vacation days becoming available under the formula. Such advancement is on the condition that if the employment is ended prior to the employee completing the contract days specified, the employee must reimburse the District for the value of the vacation days that were advanced. By making a request for an advancement of vacation, the employee consents to such being deducted from the employee's final pay.
4. *Eligibility Based of Years of Employment.* A "year of continuous employment" is determined based on a full leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for vacation leave is not considered for determining years of continuous employment.
5. *Requesting Use of Vacation Days.* Advance notice of taking vacation is required. All vacation time is to be arranged with the employee's direct supervisor and requires approval of the Superintendent.
6. *Carry-Over of Unused Vacation.* Employees are encouraged to take their vacation within each leave year. The maximum number of unused vacation days an employee will be allowed to carry over from one year to the next shall be the number of days made available during the most recent leave year. The maximum that may be accumulated is 20 days. Once the maximum is accumulated, no further vacation days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 20, and then only to the extent necessary to restore the total number of available vacation days to the maximum of 20 days. Employees who have accumulated vacation days in excess of said maximum prior to the 2009-2010 school year will continue to have the excess days available for use, but will not be given any additional vacation days until their unused days are less than the maximum of 20, and then only to the extent necessary to restore the total number of available vacation days to the maximum of 20 days in a leave year.
7. *Unused Leave.* There shall be no pay for unused vacation days either during or upon ending of employment except as may be required by law. In the event the Superintendent determines that the employee has engaged in misconduct and the employee is terminated or involuntarily resigns, there shall be no pay for unused days. In the event unused vacation is required to be paid, the employee will be paid at the employee's daily rate of pay at the time the unused vacation day first became available.

E. Personal Leave

Eligible employees have two days of personal leave per leave year. Use of personal leave is subject to the condition that the employee have a reason for needing to be absent for a personal reason. Unused personal leave days may not be carried over from one leave year to another. At the end of each leave year, unused personal leave is paid at the employee's hourly rate of pay.

F. Unpaid Leaves

Minden Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

G. Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

H. FMLA

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee uses any FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required at the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five successive days, and in such other cases as deemed appropriate by the Superintendent or the board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

Upon return from FMLA leave, an employee shall be assigned to the same position originally held, or to an equivalent position. In the case of certificated employees an “equivalent position” means any certificated employment position for which the employee is qualified by reason of endorsement, college preparation, experience, or other similar factors. In the case of other employees or positions, an “equivalent position” means a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Legal Reference:	29 U.S.C.A. Sec. 2611, et seq. (FMLA)
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I. Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statues must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. Sec. 55-160 to 55-166 Neb. Rev. Stat. Sec. 55-501 to 55-507 29 U.S.C. Sec. 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. Sec. 4301 to 4333; 20 CFR Part 1002 (USERRA)
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J. Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	Sec. 48-234
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K. Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	Sec. 2s-164o
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L. Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

M. Voting Leave

Employees will be allowed paid time off to vote in an election if the employee (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such

absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	Sec. 32-922
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Date of Adoption: [Insert Date]

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Date of Adoption: [Insert Date]

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: June 14, 2021

StudentsGraduation

To participate in commencement exercises or receive a Minden Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Minden Public Schools must accumulate 220 hours. The total graduation requirements must include the following core curriculum:

English	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies (American History and American Government and one other Social Studies course)	30	Semester Hours
Physical Education	10	Semester Hours
Speech I	5	Semester Hours
Required	145	Semester Hours
Electives	75	Semester Hours

Legal Reference: Neb. Rev. Stat. Sec. 79-729
NDE Rule 10

Date of Adoption: August 11, 2009
Date Amended: August 23, 2011
Date Amended:

StudentsIdentification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.

- 1) Composite total test score of the 95th percentile or above on the NRT **OR**, 95th percentile or above in math, reading, language arts, science, or social studies; **PLUS** a composite total of 80% or above on the same test.
- 2) A score of above average or higher on a cognitive screening test.
- 3) Teacher nomination.

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03
NDE Rule 3

Date of Adoption: August 11, 2009
Date Amended:

Students

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Minden Public Schools.

1. Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

- A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
 - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in

circumstances where the student is unable to be moved or removed without the use of physical restraint; and

- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;

- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.
4. Documentation and Evaluation
- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:
- The student's name;
 - The date of the incident;
 - The beginning and ending times of the incident;
 - A description of any relevant events leading up to the incident;
 - A description of any interventions used prior to the implementation of physical restraint or seclusion;
 - A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
 - A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
 - A description of any injuries (whether to students, staff, or others) or property damage;
 - A description of any planned approach to dealing with the student's behavior in the future;
 - A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
 - The date on which the parent or guardian was notified.
- The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.
- B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the

incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: August 24, 2010
Date Revised:

InstructionCombined District and School Title I Parent and Family Engagement Policy

Minden Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

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

Date of Adoption: July 9, 2018

Date Amended:

InstructionAssessment Security1. State Assessment

The Minden 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.

Educators 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 school buildings/district 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 state assessments.

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

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.

- 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 to conduct reviews (drills) using district approved practice assessments.
- 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.

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, IEP and/or testing protocols.

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 Nebraska's 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:

Instruction

Dedications and Commencement

Traditions are a cherished part of the community life and Minden Public Schools expresses an interest in maintaining those traditions which have a significance to the community. The graduation ceremony is considered an extracurricular activity and participation in it is a privilege.

Date of Adoption:

Appendix "I" to Option Enrollment Policy

The following is Appendix "I" to Policy 5006 for the 2021-2022 School Year. The Board of Education hereby sets forth the maximum number of option students for the 2021-2022 school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building that has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	70	60	10
First	70	60	10
Second	70	50	20
Third	70	70	0
Building Capacity, Elementary	280	240	40
Elementary Special Education	25	40	0
Fourth	80	65	15
Fifth	80	55	25
Sixth	80	70	10
Seventh	85	60	25
Eighth	85	60	25
Building Capacity, Middle School Attendance Center	410	310	100
Middle School Special Education Program	30	50	0
Ninth	85	80	5
Tenth	85	65	20
Eleventh	85	70	15
Twelfth	85	70	15
Building Capacity, Sr. High School Attendance Center	340	285	55
Level I Sr. High School Special Education Program	25	40	0
PreSchool	25	25	0