

Minden Public Schools
Board of Education
Board of Education Regular Meeting
Minden High School Media Center
543 West 5th
Minden, NE 68959-0301
Monday, July 12, 2021 6:50 PM

1. Amended 2020-21 Budget Hearing
 - 1.a. Open Hearing
 - 1.b. Hearing on the Amended 2020-21 Budget
 - 1.c. Close Hearing
2. Call to Order
 - 2.a. Excuse Absent Board Member(s)
3. Public Comment
4. Consent Agenda
 - 4.a. Consider Minutes from Prior Meeting
 - 4.b. Consider Allocating Depreciation Funds to the C.L.Jones Middle School HVAC Project
 - 4.c. Consider Financial Reports
 - 4.d. Consider Expenditures and Claims for Payment
5. Reports
 - 5.a. Board Committees
 - 5.b. Principals
 - 5.c. Superintendent
6. Policy Review and Updates
7. Action Items
 - 7.a. Consider, Discuss, and Take Action on the Amended 2020-21 Budget
 - 7.b. Consider, Discuss, and Take Action on Policy 3132 Internal Controls
 - 7.c. Consider, Discuss, and Take Action on Amendments to Policy 1200 Anti-discrimination, Policy 4003 Anti-discrimination, Policy 5401 Anti-discrimination, and Policy 6600 Special Education
 - 7.d. Consider, Discuss, and Take Action on Reaffirmation of Policy 5417 School Wellness Policy and Policy 6370 Multicultural Education
 - 7.e. Consider, Discuss, and Take Action on 2021-22 Preschool, East Elementary, Middle School, High School, and Staff Handbooks
 - 7.f. Consider, Discuss, and Take Action on Authorization for the 2021-22 School Food Service Program
 - 7.g. Consider, Discuss, and Take Action on Out-of-State Cross Country Trip
 - 7.h. Consider, Discuss, and Take Action on Amendments to Minden Public Schools Foundation By-Laws
8. Next Meeting
9. At 7:42 pm, Adjournment per Board President Action

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Minden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 14th day of September, 2020 at 7:15 o'clock, P.M., at Minden High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2018-2019 (1)	2019-2020 (2)	2020-2021 (3)			
General	\$ 10,258,298.00	\$ 10,547,279.91	\$ 13,432,001.47	\$ 1,425,000.00	\$ 6,029,812.35	\$ 8,916,352.12
Depreciation	\$ 420,298.00	\$ 374.00	\$ 696,372.00		\$ 696,372.00	
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 318,889.00	\$ 271,450.24	\$ 656,672.13	\$ -	\$ 656,672.13	
School Nutrition	\$ 388,194.00	\$ 463,402.00	\$ 570,507.00	\$ -	\$ 570,507.00	
Bond	\$ 1,716,602.00	\$ 11,709,995.81	\$ 3,674,107.82	\$ -	\$ 1,968,562.82	\$ 1,722,773.00
Special Building	\$ 984,692.00	\$ 1,496,314.75	\$ 1,592,579.82		\$ 1,192,579.82	\$ 404,040.00
Qualified Capital Purpose Undertaking	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ 6,620.00	\$ 6,105.00	\$ 10,000.00	\$ -	\$ 10,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 14,093,594.00	\$ 24,494,921.71	\$ 20,632,240.24	\$ 1,425,000.00	\$ 11,124,506.12	\$ 11,043,165.12

NOTICE OF BUDGET HEARING AND AMENDED BUDGET SUMMARY

Minden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 12th day of July, 2021 at 6:50 p.m. at the High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The purpose of the amendment to the Bond Fund resulting in an increase of \$6,015,000 to budgeted revenues and expenditures is due the refinance of the 2016 series bonds to achieve interest savings for the school district. The purpose of the amendment to the Building Fund resulting in an increase of \$990,000 to budgeted revenues and expenditures is for additional costs incurred due to the HVAC renovation project for the C.L. Jones Middle School along with the availability of new federal funds that were not in existence at the time the original budget was adopted. These amendments do not increase taxes for the 2020-21 school year. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2018-2019 (1)	2019-2020 (2)	2020-2021 (3)			
General	\$ 10,258,298.00	\$ 10,547,279.91	\$ 13,432,001.47	\$ 1,425,000.00	\$ 6,029,812.35	\$ 8,916,352.12
Depreciation	\$ 420,298.00	\$ 374.00	\$ 696,372.00		\$ 696,372.00	
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 318,889.00	\$ 271,450.24	\$ 656,672.13	\$ -	\$ 656,672.13	
School Nutrition	\$ 388,194.00	\$ 463,402.00	\$ 570,507.00	\$ -	\$ 570,507.00	
Bond	\$ 1,716,602.00	\$ 11,709,995.81	\$ 9,689,107.82	\$ -	\$ 7,983,562.82	\$ 1,722,773.00
Special Building	\$ 984,692.00	\$ 1,496,314.75	\$ 2,582,579.82		\$ 2,182,579.82	\$ 404,040.00
Qualified Capital Purpose Undertaking	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ 6,620.00	\$ 6,105.00	\$ 10,000.00	\$ -	\$ 10,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 14,093,594.00	\$ 24,494,921.71	\$ 27,637,240.24	\$ 1,425,000.00	\$ 18,129,506.12	\$ 11,043,165.12

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
June 14, 2021**

The agenda for the June 14, 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.

At 7:00 pm, the Board heard support, opposition, criticism and/or suggestions for the reaffirmation of Policy 5416 Student Fees, 6400 Parental Involvement, and 5415 Anti-Bullying. Public comment was heard by Gerald Kershner. At 7:06 pm, the hearing was closed.

The board meeting began at 7:06 pm with all board members present.

Motion by Krull and second by Craig to approve the consent agenda consisting of minutes from the May 10 and May 27 meetings, financial reports, and claims for payment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

The board reviewed Policy 3132 Internal Controls.

The board reviewed the amendments to Policy 1200 Anti-discrimination, Policy 4003 Anti-discrimination, Policy 5401 Anti-discrimination, and Policy 6600 Special Education.

Motion by Raun and second by Glanzer to remove Policy 4025 Patient Protection & Affordable Care Act. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Craig and second by Reed to approve the 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. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Krull to adopt 4025 Professional Boundaries Between Employees & Students and Policy 4028 Employee Fundraising. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Craig to reaffirm the Series 4000 Policies. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Krull and second by Raun to reaffirm Policy 5415 Antibullying, Policy 6400 Parental Involvement, and Policy 5416 Student Fees. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Craig and second by Reed to authorize James Widdifield as the representative of Minden Public Schools to sign claims and forms for all federal programs for the 2021-22 school year. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

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

Motion by Raun and second by Glanzer to approve extra-duty pay for the FFA sponsor for 2020-21 and 2021-22. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Craig and second by Reed to approve the mission statement as being "Minden Public Schools' mission is to equip students with the academic and social skills necessary to be successful citizens". Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve resolution to authorize the issuance of NOT TO EXCEED \$6,050,000 of General Obligation Refunding Bonds, Series 2021, for the purpose of refunding the District's General Obligation Refunding Bonds, Series 2016, in order to achieve interest cost savings. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

At 8:04 pm, meeting adjourned per Board President action.

Secretary, Board of Education

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT
June 30, 2021

SCHOOL BALANCE - May 31, 2021			\$105,251.84
Current Months Receipts			\$1,362,011.39
Transfers from Investments			\$0.00
Total Beginning Balance and Receipts			\$1,467,263.23
Less: Disbursements			\$896,255.78
Transfer to Investments			\$200,000.00
Total Disbursements			\$1,096,255.78
SCHOOL BALANCE - June 30, 2021			\$371,007.45
BALANCE PER BANK STATEMENT - June 30, 2021			\$381,836.50
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$10,829.05
RECONCILED BANK BALANCE - June 30, 2021			\$371,007.45
(Balance - June 30, 2020 = \$203,571.73)			
GENERAL FUND INVESTMENTS			\$3,746,282.77
Money Market Minden Exchange	\$2,461,102.39	0.45% demand	
Money Market First Bank	\$1,285,180.38	0.12% demand	
(Balance June 30, 2020 = \$3,737,259.42)			
DEPRECIATION FUND INVESTED			\$696,223.46
Money Market Minden Exchange Bank	\$305,754.61	0.45% demand	
Money Market First Bank	\$118,895.60	0.12% demand	
NE Liquid Asset Fund - Depreciation Fund	\$271,568.06	0.01% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance June 30, 2020 = \$692,768.66)			
BUILDING FUND			\$714,220.64
Money Market Minden Exchange Bank	\$541,139.51	0.45% demand	
Money Market First Bank	\$158,865.28	0.12% demand	
NE Liquid Asset Fund - Building Fund	\$14,211.35	0.01% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance June 30, 2020 = \$1,952,955.24)			
BOND FUND			\$1,580,199.85
Money Market Minden Exchange Bank	\$1,577,799.33	0.45% demand	
NE Liquid Asset Fund - Bond Fund	\$2,400.52	0.01% demand	
(Balance June 30, 2020 = \$1,591,398.11)			
LUNCH FUND			\$135,215.94
Money Market First Bank	\$3,903.91	0.06% demand	
Checking First Bank	\$131,312.03		
(Balance June 30, 2020 = \$48,124.26)			
FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$6,900,000.00	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
 June 30, 2021

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
General Fund							
MEB	401505	\$105,251.84	\$1,362,011.39	(\$200,000.00)	\$896,255.78	\$371,007.45	\$203,571.73
MEB	601096	\$2,260,133.54	\$968.85	\$200,000.00	\$0.00	\$2,461,102.39	\$2,454,652.92
FB&T	801472	\$1,285,053.63	\$126.75	\$0.00	\$0.00	\$1,285,180.38	\$1,282,606.50
	Subtotal	\$3,650,439.01	\$1,363,106.99	\$0.00	\$896,255.78	\$4,117,290.22	\$3,940,831.15
Depreciation Fund							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$305,630.26	\$124.35	\$0.00	\$0.00	\$305,754.61	\$4,415.32
FB&T	807982	\$118,883.87	\$11.73	\$0.00	\$0.00	\$118,895.60	\$118,657.47
NLAF	9300656	\$269,696.41	\$1,871.65	\$0.00	\$0.00	\$271,568.06	\$569,690.68
	Subtotal	\$694,215.73	\$2,007.73	\$0.00	\$0.00	\$696,223.46	\$692,768.66
Building Fund							
MEB	106690	\$4.50	\$0.00	\$492,888.11	\$492,888.11	\$4.50	\$35,004.50
MEB	603209	\$438,513.88	\$395,513.74	(\$292,888.11)	\$0.00	\$541,139.51	\$45,569.23
FB&T	801407	\$358,843.04	\$22.24	(\$200,000.00)	\$0.00	\$158,865.28	\$58,183.32
NLAF	9300655	\$14,211.22	\$0.13	\$0.00	\$0.00	\$14,211.35	\$1,814,198.19
	Subtotal	\$811,572.64	\$395,536.11	\$0.00	\$492,888.11	\$714,220.64	\$1,952,955.24
Bond Fund							
MEB	620112	\$1,655,932.16	\$177,050.92	\$0.00	\$255,183.75	\$1,577,799.33	\$792,546.37
NLAF	9300692	\$2,400.50	\$0.02	\$0.00	\$0.00	\$2,400.52	\$798,851.74
	Subtotal	\$1,658,332.66	\$177,050.94	\$0.00	\$255,183.75	\$1,580,199.85	\$1,591,398.11
Lunch Fund							
FB&T	990119	\$128,329.73	\$37,616.90	\$0.00	\$34,634.60	\$131,312.03	\$44,222.90
FB&T	801399	\$3,903.72	\$0.19	\$0.00	\$0.00	\$3,903.91	\$3,901.36
	Subtotal	\$132,233.45	\$37,617.09	\$0.00	\$34,634.60	\$135,215.94	\$48,124.26
Grand Total		\$6,946,793.49	\$1,975,318.86	\$0.00	\$1,678,962.24	\$7,243,150.11	\$8,226,077.42

2020/21 Projections vs. Actuals for General Fund

As of June 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	\$2,664,356.38	(\$85,021.14)	(\$67,586.42)
June	\$987,774.81	\$1,357,441.12	\$369,666.31	\$302,079.89
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	\$1,763,331.16	(\$16,090.74)	\$415,937.02
June	(\$15,948.78)	\$466,851.21	\$482,799.99	\$898,737.01
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	\$901,025.22	(\$68,930.40)	(\$483,523.44)
June	\$1,003,723.59	\$890,589.91	(\$113,133.68)	(\$596,657.12)
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	\$3,650,439.01	\$415,937.02
June	\$3,218,553.21	\$4,117,290.22	\$898,737.01
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	\$4,853,236.38	\$574,707.73	89.41%
01125 - Academic Intervention (Flex Funding)	\$87,527.04	\$80,561.29	\$6,965.75	92.04%
01200 - School Age SPED	\$1,149,755.70	\$929,419.26	\$220,336.44	80.84%
01291 - Preschool Age 3-5	\$14,296.20	\$13,733.76	\$562.44	96.07%
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	\$296,306.18	\$29,012.13	91.08%
02130 - Health Services	\$65,284.94	\$57,318.63	\$7,966.31	87.80%
02141 - School Psychologist - School Age	\$68,678.76	\$61,864.20	\$6,814.56	90.08%
02151 - Speech Path & Deaf Ed	\$195,633.11	\$173,509.23	\$22,123.88	88.69%
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	\$32,263.88	(\$5,513.88)	120.61%
02171 - Physical Therapy	\$10,500.00	\$6,740.50	\$3,759.50	64.20%
02172 - Physical Therapy	\$100.00	\$360.00	(\$260.00)	360.00%
02173 - Physical Therapy	\$500.00	\$601.00	(\$101.00)	120.20%
02190 - Student Activities	\$204,672.07	\$172,921.64	\$31,750.43	84.49%
02213 - Instructional Staff Training	\$10,000.00	\$2,500.00	\$7,500.00	25.00%
02220 - Media Center	\$227,450.63	\$206,798.60	\$20,652.03	90.92%
02230 - Technology Support	\$179,750.80	\$168,859.35	\$10,891.45	93.94%
02240 - Assessment Coordinator	\$10,594.46	\$8,787.68	\$1,806.78	82.95%
02310 - Board of Education	\$42,900.00	\$28,997.94	\$13,902.06	67.59%
02320 - Superintendent	\$274,796.23	\$252,977.53	\$21,818.70	92.06%
02330 - District Legal Services	\$100,000.00	\$43,128.43	\$56,871.57	43.13%
02410 - Principal	\$609,909.76	\$544,498.84	\$65,410.92	89.28%
02510 - Business Office	\$204,122.54	\$159,099.30	\$45,023.24	77.94%
02610 - Custodial	\$471,812.04	\$381,495.36	\$90,316.68	80.86%
02620 - Building Maintenance	\$812,522.89	\$556,683.33	\$255,839.56	68.51%
02630 - Grounds Maintenance	\$157,214.34	\$138,471.22	\$18,743.12	88.08%
02640 - Equipment Repair & Maintenance	\$40,980.28	\$27,540.09	\$13,440.19	67.20%
02650 - Non-Pupil Vehicle	\$34,350.00	\$36,144.97	(\$1,794.97)	105.23%
02660 - Security	\$9,500.00	\$1,390.50	\$8,109.50	14.64%
02670 - Safety	\$33,560.00	\$9,074.63	\$24,485.37	27.04%
02710 - School Bus Driving	\$304,358.56	\$216,297.46	\$88,061.10	71.07%
02712 - School Age SPED Driving	\$2,244.75	\$0.00	\$2,244.75	0.00%
02713 - Below Age 5 SPED Driving	\$10,722.68	\$5,731.93	\$4,990.75	53.46%
02730 - School Bus Driving Vehicle Maintenance	\$58,612.81	\$31,712.08	\$26,900.73	54.10%
02732 - School Age SPED Vehicle Maintenance	\$2,000.00	\$262.80	\$1,737.20	13.14%
03535 - High Ability Learners	\$66,409.06	\$40,943.92	\$25,465.14	61.65%
06200 - Title IA	\$163,334.00	\$147,704.12	\$15,629.88	90.43%
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	\$162,566.41	\$4,284.60	97.43%
06412 - IDEA Non-Public	\$4,389.86	\$4,389.00	\$0.86	99.98%
06998 - ESSER III	\$0.00	\$81,057.65	(\$81,057.65)	
08000 - Transfers (Outgoing)	\$50,000.00	\$0.00	\$50,000.00	0.00%
09000 - Reimbursed by Other Funds/Entities	\$0.00	\$4,507.68	(\$4,507.68)	
Total	\$11,644,125.12	\$9,946,382.77	\$1,697,742.35	85.42%

General Fund Revenues

Account Description	Adopted Budget	Received	Remaining Balance	Percent Received
01100 - Taxes Levied/Assessed	\$8,837,289.12	\$5,805,891.20	\$3,031,397.92	65.70%
01115 - Carline Taxes	\$3,500.00	\$3,200.84	\$299.16	91.45%
01120 - Public Power District Sales Tax	\$10,000.00	\$47,239.36	(\$37,239.36)	472.39%
01125 - Motor Vehicle Taxes	\$400,000.00	\$392,896.72	\$7,103.28	98.22%
01140 - Penalty & Interest on Delinquent Taxes	\$17,750.00	\$13,337.97	\$4,412.03	75.14%
01370 - Preschool Tuition and Fees	\$17,500.00	\$15,120.00	\$2,380.00	86.40%
01510 - Interest	\$5,000.00	\$6,984.36	(\$1,984.36)	139.69%
01910 - Rental of School Facilities & Equipment	\$9,000.00	\$7,550.00	\$1,450.00	83.89%
01911 - Local License Fees	\$3,750.00	\$2,590.93	\$1,159.07	69.09%
01920 - Contributions and Donations	\$1,000.00	\$11,000.00	(\$10,000.00)	1100.00%
01921 - Police Court Fines	\$750.00	\$385.00	\$365.00	51.33%
01990 - Miscellaneous Local Revenue	\$300.00	\$48.38	\$251.62	16.13%
02110 - County Fines & License Fees	\$25,000.00	\$29,047.29	(\$4,047.29)	116.19%
03110 - State Aid	\$105,673.00	\$105,673.00	\$0.00	100.00%
03120 - Special Education - School Age	\$575,000.00	\$576,071.00	(\$1,071.00)	100.19%
03125 - SPED Transportation - School Age	\$2,000.00	\$3,443.00	(\$1,443.00)	172.15%
03130 - Homestead Exemption	\$0.00	\$59,208.64	(\$59,208.64)	
03131 - Property Tax Credit	\$0.00	\$689,108.68	(\$689,108.68)	
03132 - Personal Property Tax Credit	\$0.00	\$7,228.65	(\$7,228.65)	
03180 - Pro-Rate Motor Vehicle	\$0.00	\$13,653.30	(\$13,653.30)	
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	\$73,713.00	\$57,621.00	56.13%
04509 - "ESSA Title II, Part A"	\$22,000.00	\$24,843.00	(\$2,843.00)	112.92%
04516 - IDEA Preschool Base (619)	\$3,139.00	\$4,268.00	(\$1,129.00)	135.97%
04518 - IDEA Part B (611) Base & E-P Allocation	\$166,851.00	\$167,138.00	(\$287.00)	100.17%
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	\$21,999.25	(\$6,999.25)	146.66%
04709 - Medicaid Administrative Activities (MAAPS)	\$15,000.00	\$15,592.52	(\$592.52)	103.95%
04969 - Title IV, Part A SSAE Grant	\$0.00	\$10,000.00	(\$10,000.00)	
04996 - Elementary & Secondary School Emergency Relief (ESSER)	\$92,400.00	\$92,904.00	(\$504.00)	100.55%
05300 - Sale of Property	\$10,000.00	\$1,539.05	\$8,460.95	15.39%
05301 - Insurance Adjustments	\$27,000.00	\$42,784.59	(\$15,784.59)	158.46%
05690 - Other Non-revenue Receipts	\$62,000.00	\$1,135.45	\$60,864.55	1.83%
Total	\$10,644,125.12	\$8,417,415.35	\$2,226,709.77	79.08%

Total MS HVAC Renovation Project as of 06/30/21 - Pay App #3

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	\$390,000.00	\$40,000.00		\$430,000.00	68.59%	\$196,954.00	\$43,000.00
2	VAV Boxes/Registers	\$14,108.00		\$14,108.00	\$14,108.00			\$14,108.00	100.00%	\$0.00	\$1,410.80
3	Refrigeration Piping	\$13,000.00		\$13,000.00	\$0.00	\$8,000.00		\$8,000.00	61.54%	\$5,000.00	\$800.00
4	Duct Wrap Insulation	\$8,739.00		\$8,739.00	\$0.00	\$2,500.00		\$2,500.00	28.61%	\$6,239.00	\$250.00
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	\$5,000.00	\$3,000.00		\$8,000.00	88.89%	\$1,000.00	\$800.00
7	Temperature Controls (Engineered Controls)	\$132,500.00		\$132,500.00	\$82,548.00			\$82,548.00	62.30%	\$49,952.00	\$8,254.80
8	Roof Work (Ziemba Roofing)	\$5,000.00		\$5,000.00	\$0.00	\$2,500.00		\$2,500.00	50.00%	\$2,500.00	\$250.00
9	Structural Steel	\$5,000.00		\$5,000.00	\$0.00	\$5,000.00		\$5,000.00	100.00%	\$0.00	\$500.00
10	Crane Rental	\$22,000.00		\$22,000.00	\$0.00	\$15,000.00		\$15,000.00	68.18%	\$7,000.00	\$1,500.00
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)	\$94,300.00		\$94,300.00	\$47,300.00			\$47,300.00	50.16%	\$47,000.00	\$4,730.00
13	Plumbing Work (Uden Plumbing)	\$79,775.00		\$79,775.00	\$20,000.00			\$20,000.00	25.07%	\$59,775.00	\$2,000.00
14	Sheetmetal	\$66,374.00		\$66,374.00	\$13,000.00			\$13,000.00	19.59%	\$53,374.00	\$1,300.00
15	Discovery Allowance	\$50,000.00		\$50,000.00	\$0.00			\$0.00	0.00%	\$50,000.00	\$0.00
16	Bond	\$20,000.00		\$20,000.00	\$20,000.00			\$20,000.00	100.00%	\$0.00	\$2,000.00
17	Floor Protection	\$7,500.00		\$7,500.00	\$0.00	\$4,000.00		\$4,000.00	53.33%	\$3,500.00	\$400.00
18	Total Labor for All Subs	\$450,750.00		\$450,750.00	\$10,000.00	\$195,950.00		\$205,950.00	45.69%	\$244,800.00	\$20,595.00
	Total	\$1,630,000.00	\$0.00	\$1,630,000.00	\$601,956.00	\$275,950.00	\$0.00	\$877,906.00	53.86%	\$752,094.00	\$87,790.60

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

06/01/2021 through 06/30/2021

Bank Statement Reconciliation Summary

Statement Balance	\$ 324,407.87
- Outstanding checks	\$ 7,209.87
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 317,198.00
+ Investments	\$ 37,000.00
Book Balance	\$ 354,198.00

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/13/2021	2102	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 500.00
07/13/2021	2103	Ameritas Life Insurance Corp..	Vision Insurance	\$ 854.28
07/13/2021	2104	Blue Cross Blue Shield	Dental Insurance	\$ 646.05
07/13/2021	2104	Blue Cross Blue Shield	District Dental Insurance	\$ 220.33
07/13/2021	2104	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 5,905.35
07/13/2021	2104	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,213.48
07/13/2021	2104	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 4,727.25
07/13/2021	2104	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 2,311.52
07/13/2021	2104	Blue Cross Blue Shield	District HDHP Health Ins SPD	\$ 1,044.00
07/13/2021	2104	Blue Cross Blue Shield	District Health Ins 2PT	\$ 25,098.48
07/13/2021	2104	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 12,132.22
07/13/2021	2104	Blue Cross Blue Shield	District Health Ins FAM	\$ 87,520.58
07/13/2021	2104	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,435.60
07/13/2021	2104	Blue Cross Blue Shield	District Health Ins SPD	\$ 8,623.23
07/13/2021	2104	Blue Cross Blue Shield	District Health Ins Split	\$ 1,862.14
07/13/2021	2104	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 551.82
07/13/2021	2104	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,182.50
07/13/2021	2104	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 225.63
07/13/2021	2105	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 775.00
07/13/2021	2106	Ivy Funds	Waddell & Reed TSA	\$ 1,000.00
07/13/2021	2107	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 242.00
07/13/2021	2107	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,245.83
07/13/2021	2107	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 397.95
07/13/2021	2108	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 3,881.27
07/13/2021	2109	Minden Public Schools	District Court	\$ 1,186.00
07/13/2021	2109	Minden Public Schools	F/b Dependent Care	\$ 625.01
07/13/2021	2109	Minden Public Schools	F/b Medical Dental	\$ 3,470.90
07/13/2021	2109	Minden Public Schools	Increased Retirement Percent	\$ 12,249.00
07/13/2021	2109	Minden Public Schools	NE Retirement	\$ 83,112.73
07/13/2021	2110	Minden Public Schools.	Computer Lease Purchase	\$ 275.98
07/13/2021	2111	Mps Payroll	Federal Withholding	\$ 40,631.93
07/13/2021	2111	Mps Payroll	FICA	\$ 59,508.60
07/13/2021	2111	Mps Payroll	Medicare	\$ 13,917.34
07/13/2021	2112	Mps Payroll NE Income Tax	State Withholding - NE	\$ 17,997.32
07/13/2021	2113	New York Life	Ny Life Tsa	\$ 200.00
07/13/2021	2114	Acco Brands USA, LLC	MS Supplies - COOP Order	\$ 9.24
07/13/2021	2115	Alpha Rehabilitation, P.C.	OT & Speech Services	\$ 445.89
07/13/2021	2116	Amazon Capital Services, Inc.	MS Supplies	\$ 189.12
07/13/2021	2116	Amazon Capital Services, Inc.	Parking Lot Stencils	\$ 46.56
07/13/2021	2116	Amazon Capital Services, Inc.	Tech Supplies	\$ 2,404.31
07/13/2021	2117	Apple Computer	East Student iPads	\$ 23,520.00
07/13/2021	2117	Apple Computer	Teacher Laptops	\$ 28,224.00
07/13/2021	2117	Apple Computer	Title Lab Computers	\$ 5,245.00
07/13/2021	2118	ATC Group Services, LLC	East Asbestos Inspection	\$ 525.00
07/13/2021	2119	Aurora Cooperative	Fuel	\$ 638.48
07/13/2021	2120	Axtell Community Schools	Student SPED Tuition	\$ 1,231.58
07/13/2021	2121	Benson Tree Service	Stump Grinding	\$ 528.00
07/13/2021	2122	Black Hills Energy	East Natural Gas	\$ 142.80
07/13/2021	2122	Black Hills Energy	MS Natural Gas (Activity Bldg Meter)	\$ 113.47
07/13/2021	2122	Black Hills Energy	MS/HS Natural Gas	\$ 196.56
07/13/2021	2123	Blick Art Materials	HS Art Supplies	\$ 19.08

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/13/2021	2123	Blick Art Materials	MS Art Supplies	\$ 155.83
07/13/2021	2124	Cardmember Service	HS Software Subscription	\$ 24.99
07/13/2021	2124	Cardmember Service	MS Supplies	\$ 162.04
07/13/2021	2125	CCS Presentation Systems	Smartboard Software Licenses	\$ 294.30
07/13/2021	2126	Century Link Long Distance	Long Distance Telephone Service	\$ 6.14
07/13/2021	2127	CenturyLink - Regular Telephone	Telephone Service	\$ 456.51
07/13/2021	2128	Chramosta Construction	Gilman St. Sidewalk Replacement	\$ 27,848.00
07/13/2021	2129	City Of Minden	Utilities	\$ 21,340.21
07/13/2021	2130	Committee for Children	HS Principal Supplies	\$ 199.00
07/13/2021	2131	Computers Etc, LLC	COOP Order	\$ 31.00
07/13/2021	2132	Conditioned Air Mechanical Systems & Service	HVAC Maintenance & Repair	\$ 3,200.00
07/13/2021	2133	D & M Security, Inc.	East Fire Alarm Monitoring	\$ 75.00
07/13/2021	2134	DocuSign, Inc.	DocuSign Software Renewal	\$ 4,196.41
07/13/2021	2135	Dollar General	Custodial Supplies	\$ 16.50
07/13/2021	2136	Ebsco	HS Magazine Subscriptions	\$ 225.99
07/13/2021	2137	Educational Service Unit #11	Server Upgrade & MANDT Training	\$ 2,338.03
07/13/2021	2138	Gopher	East PE Supplies	\$ 573.30
07/13/2021	2138	Gopher	HS PE Supplies	\$ 701.65
07/13/2021	2139	Grizzly Industrial, Inc.	HS Wood Shop Supplies	\$ 1,303.41
07/13/2021	2140	Harris School Solutions	Check Stock	\$ 387.20
07/13/2021	2141	Hometown Leasing	Copier & Printer Lease #22795217	\$ 3,900.00
07/13/2021	2142	IXL Learning	IXL Subscription	\$ 4,720.00
07/13/2021	2143	Kansas City Audio-Visual, Inc.	HS Poster Paper	\$ 1,059.94
07/13/2021	2144	Kearney Crete & Block Company	Parking Curbs	\$ 916.00
07/13/2021	2145	Kearney Powersports	Mower Repair	\$ 24.95
07/13/2021	2146	Mason's Market	Water Softener Salt	\$ 879.48
07/13/2021	2147	Menards	PS Fence Repair	\$ 279.96
07/13/2021	2147	Menards	Volleyball Net Repair	\$ 22.52
07/13/2021	2148	Minden Courier	District Printing & Advertising	\$ 503.83
07/13/2021	2148	Minden Courier	East 21-22 Subscription	\$ 30.00
07/13/2021	2148	Minden Courier	HS Media Center 21-22 Subscription	\$ 30.00
07/13/2021	2148	Minden Courier	MS Media Center 21-22 Subscription	\$ 30.00
07/13/2021	2148	Minden Courier	Superintendent Office 21-22 Subscription	\$ 40.00
07/13/2021	2149	Minden Hardware	Repairs & Supplies	\$ 767.13
07/13/2021	2150	Minden Lumber & Concrete	Preschool Repair	\$ 30.25
07/13/2021	2150	Minden Lumber & Concrete	Preschool Repairs	\$ 103.83
07/13/2021	2150	Minden Lumber & Concrete	Track/FB Field Repairs	\$ 513.00
07/13/2021	2151	Minden Office Supply	Supplies	\$ 482.24
07/13/2021	2152	Nasco	HS FCS Supplies	\$ 14.75
07/13/2021	2152	Nasco	HS Health Class Supplies	\$ 140.00
07/13/2021	2153	NCSA	NASBO Membership Meeting	\$ 25.00
07/13/2021	2154	NE Rural Community Schools Association	21-22 NRCSA Dues	\$ 850.00
07/13/2021	2155	Nebraska Central Equipment	Bus 20C Brake Repair	\$ 690.25
07/13/2021	2156	Nebraska State Fire Marshal - Elevator	HS Elevator Inspection	\$ 120.00
07/13/2021	2157	Nebraska State Fire Marshal Agency	Boiler Inspections	\$ 504.00
07/13/2021	2158	One Source	Background Checks	\$ 6.00
07/13/2021	2159	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 3,486.00
07/13/2021	2160	Pony Express Ford	2018 Silver Edge Service	\$ 62.35
07/13/2021	2160	Pony Express Ford	Van 18V1 Service	\$ 62.35
07/13/2021	2160	Pony Express Ford	Van 18V2 Service	\$ 62.35
07/13/2021	2161	Presto-X Company	Pest Control Services	\$ 139.00

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/13/2021	2162	Protex Central, Inc.	East Range Hood Repair	\$ 19.00
07/13/2021	2163	Pyramid School Products	COOP Supply Order	\$ 660.40
07/13/2021	2164	Rack Performance, Inc	Weight Training Software	\$ 500.00
07/13/2021	2165	Rutt's Heating & Air Conditioning, Inc.	East HVAC Repair	\$ 320.00
07/13/2021	2166	Schindler Elevator Corporation	Elevator Maintenance Agreement	\$ 222.18
07/13/2021	2167	The Home Depot Pro	Custodial Supplies	\$ 93.02
07/13/2021	2168	Troxell Communications, Inc.	Jump Drives - COOP Order	\$ 57.07
07/13/2021	2169	U.S. Post Office	Postage	\$ 1,250.90
07/13/2021	2170	U.S. Post Office_2	Bulk Mailing Permit Fee	\$ 245.00
07/13/2021	2170	U.S. Post Office_2	Bulk Mailing Postage	\$ 400.00
07/13/2021	2171	Verizon Wireless	Wireless Hotspot Data Plan	\$ 160.04
07/13/2021	2172	Village Uniform	East Floor Finish	\$ 99.00
07/13/2021	2173	Widdifield, James T	June Reimbursement	\$ 135.91
07/13/2021	2174	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
07/13/2021	2175	Wright Express Fleet Services	Fuel	\$ 1,159.57
07/13/2021	2176	Yanda's Music	HS Band Music	\$ 198.00
07/13/2021	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 28.45
Subtotal				\$ 553,881.64
Net Payroll - July 2021				\$ 330,356.47
Total General Fund Disbursements - July 2021				\$ 884,238.11

Secretary Kevin Raun

Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
5679	6/11/2021	Village Uniform	Kitchen Rag and Apron Service	\$111.32
5680	6/11/2021	Mason's Market	Commodities	\$67.06
5681	6/11/2021	Hiland Dairy	Milk Products	\$4,333.20
5682	6/11/2021	Minden Hardware	Lunch Room Supplies	\$22.48
5683	6/11/2021	Cash-wa Distributing Co.	Commodities	\$12,485.83
5684	6/11/2021	Dollar General	Lunch Room Supplies	\$9.20
5686	6/11/2021	Egan Supply Co.	Ziploc Bags - 2 Gallon	\$113.04
252	7/13/2021	Ameritas Life Insurance Corp..	EE Vision Insurance Premiums	\$34.20
253	7/13/2021	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$4,987.73
254	7/13/2021	Madison National Life Insurance Co., Inc.	EE FEBA Life Insurance Premiums	\$5.50
254	7/13/2021	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$4.05
254	7/13/2021	Madison National Life Insurance Co., Inc.	Long Term Disability	\$9.80
255	7/13/2021	Minden Public Schools	EE & ER Retirement Contributions	\$1,673.42
255	7/13/2021	Minden Public Schools	Employee FEBA - Medical/Dental	\$208.33
256	7/13/2021	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$1,686.30
257	7/13/2021	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$191.20
Subtotal				\$25,942.66
Net Payroll - July 2021				\$ 6,158.51
Total Lunch Fund Disbursements				\$ 32,101.17

Depreciation Fund Liabilities

Check Number	Date	Payee	Reason	Amount
1082	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Crane Rental - 68.18% Complete	\$15,000.00
1082	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Equipment Rental - 88.89% Complete	\$3,000.00
1082	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Floor Protection - 53.33% Complete	\$4,000.00
1082	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Roof Work - 50.00% Complete	\$2,500.00
1082	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Subcontractor Labor - 45.69% Complete	\$195,950.00
1082	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Less: Retainage	(\$22,045.00)
Total Depreciation Fund Disbursements - July 2021				\$198,405.00

Building Fund Liabilities

Check Number	Date	Payee	Reason	Amount
582	7/13/2021	Engineering Technologies, Inc.	MS HVAC Reno. Construction Admin - 71.90% Complete	\$5,500.00
582	7/13/2021	Engineering Technologies, Inc.	Reimbursable Car Rental/Fuel/Meals	\$54.18
583	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Duct Wrap Insulation - 28.61% Complete	\$2,500.00
583	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	HVAC Equipment - 68.59% Complete	\$40,000.00
583	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Refrigeration Piping - 61.54% Complete	\$8,000.00
583	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Structural Steel -100% Complete	\$5,000.00
583	7/13/2021	Rutt's Heating & Air Conditioning, Inc.	Less: Retainage	(\$5,550.00)
Total Building Fund Disbursements - July 2021				\$55,504.18

Minden High School

July 2021

Board of Education Report



1. Minden High School added Freshman Orientation Day:

The 2021-2022 school year is just around the corner, and we are excited to have students and staff back in the building. This year we are going to try something new for our incoming freshman. We are restructuring our first day of school to provide our freshmen with a day organized to increase their success.

On Thursday August 12th, Minden High School freshmen will be able to meet their teachers, become familiar with their new schedules, and ask any and all questions they may have. This event will allow all freshmen to experience a typical school day and also become more familiar with the expectations and established procedures at the high school.

The first day for students in grades 10th, 11th, and 12th will be Friday, August 13th.

2. Student Parking at the High School:

I am happy to announce to the Board that we have come up with a workable solution to the parking concerns at the high school. In an effort to alleviate the parking pressure around the high school, we will be issuing assigned parking to all high school students. Students parking assignments will be issued through a random draw format. Juniors and seniors assigned parking spaces will be located in the south high school parking lot and adjacent parking spots located between C.L. Jones Middle School and the high school offices. The freshman and sophomores assigned parking spaces will be located in the two parking lots located to the east of C.L. Jones Middle School. Parking for the high school staff will be located on the north side of the high school. Middle school staff will be provided parking in the parking lots east of C.L. Jones Middle School.

Many factors were considered during the development of this plan including:

- 1) Student and staff safety
- 2) Student and staff access to the building
- 3) Parent and visitor access to the building
- 4) Alleviating parking concerns on Gilman Street and Hillcrest Street.

It is our hope this change will be a successful one for everyone involved.



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

July 2021 BOARD MEETING
ACTIVITY DIRECTOR REPORT

The summer is more than half over and it's starting to feel like the start of school is right around the corner. The volleyball team hosted a team camp last week with 40 teams competing. The camp was hosted at Adams Central as the Middle School was in the middle of setting the new HVAC units on the roof. Our girls basketball team hosted a team camp June 16th in Minden. There were around 33 teams that competed that day. Our high school football team has hosted Gibbon and Holdrege each Wednesday during June for 7 vs. 7 scrimmage/contests. We are very thankful to have great facilities that allow us to host these summer camps so our kids don't have to travel as much and it gives their team a chance to earn some money by hosting the event. Hosting these events also brings in a lot of teams for the day and hopefully they give some extra business to our local establishments.

Fourteen of our coaches will be heading to Lincoln for the Nebraska Coaches Association sponsored Coaches Clinic later this month. I have attended this fantastic clinic for the past 31 years and learn something new every time I attend. I learned X's and O's at the clinic but more importantly I met new people within my sport and developed a large group of colleagues who helped me so many times over the years. Every sport is covered as well as sessions for ADs, special olympics, and athletic trainers. Our coaches will use this opportunity to learn, build their support systems, create coaching staff camaraderie, and get fired up for the upcoming season.

We had seven students attend National FCCLA in Nashville Tennessee. Alexas Tira finished as National Runner Up in her event. I will ask Mrs. Johnson to communicate with Alexas inviting her to speak at an upcoming board meeting and tell us about her project and her accomplishment.

This summer has been unusually busy and seems to be flying by. I continue to fine tune our sport schedules, official contracts, handbooks, as well as other documents that will be needed once the new school year begins. I am thankful for all the help this summer from Jayne Hoban in our office. She is very good at what she does and is a valuable asset to our school!

Ed Rowse

Minden Public Schools
C.L. Jones Middle School
July 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:

Middle School Summer Enrichment Learning Program-

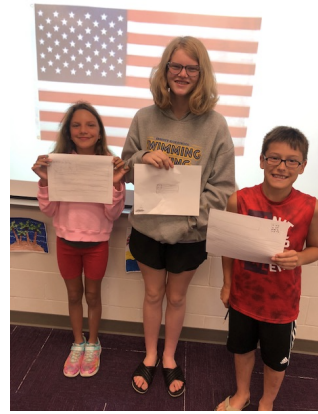
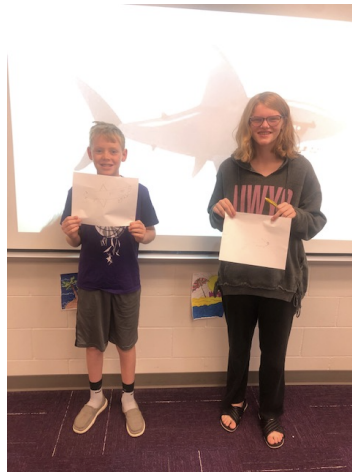
Our C.L. Jones Middle School Summer Enrichment Learning program concluded on June 30, 2021 with special STEM (Science Technology Engineering and Mathematics) projects and a pizza party.

Students in grades 4-8 collaborated daily with mixed peer groups for “buddy reading” and reading comprehension activities. Students participated in various speech writing opportunities and practiced their oral speech presentation skills. The 6-8th grade students researched and presented information about different animals of Antarctica.

Each grade level participated in a new interactive math program, Zearn Math. Zearn Math incorporates interactive videos that explain math concepts, independent math practice with interactive math models, and real-time feedback/ explanations on every math problem. For more information about Zearn Math, please visit <https://about.zearn.org/digital-lessons>.

Thank you to Mrs. Thatcher, Mrs. Mingus, Mrs. Herrick and Mrs. Schoone for helping our students learn during the month of June at the Summer Enrichment Learning Program! Attached are some photos of our Summer Enrichment Learning students and staff. A big thank you to each of our summer students for their hard work during the month of June. We are glad we were able to spend quality time with you!





Open House/ 6th Grade Orientation-

For students in 4th, 5th, 7th and 8th grade: The CLJMS Back-to-School Open House will take place on August 10, 2021 from 6:00-8:00 PM at C.L. Jones Middle School. Students and families are encouraged to visit the building, meet with the teachers, and tour the building anytime between 6:00-8:00 PM.

For students in 6th grade: The sixth grade orientation for all sixth grade students and parents will take place on August 10, 2021 at 7:00 PM. We hope to see everyone there!

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 and to expand our sense of “one community” to reach families at home. Additional information and materials will be distributed at the beginning of the 2021-2022 school year. We are very excited for this new program at C.L. Jones Middle School!

Second Step Social- Emotional Learning-

New for the 2021-2022 school year, C.L. Jones Middle School will be providing a digital Social-Emotional Learning curriculum, Second Step, to all 4-8th grade students.

Children need social-emotional skills to thrive both in the classroom and in life. Some of the social-emotional learning (SEL) skills/ techniques that will be taught include: Setting goals, gaining confidence, making healthy decisions, and collaborating positively with others. These lessons focus on improving cooperation, communication, and decision making.

For more information about this new program, please visit <https://www.secondstep.org/social-emotional-learning>.

Please feel free to participate in a sample lesson at <https://www.secondstep.org/middle-school-curriculum>.

Looking forward to the 2021-2022 school year,
Mrs. Jensen

Minden Public Schools
East Elementary/Minden Public Preschool
July 2021 Report to the Board of Education
Mrs. Sandy Pohl, Administrator

IXL: Currently, the Minden Public School District provides students with subscriptions to the online learning and skill practicing platform called IXL. Students are able to log on and complete skills that are assigned to them by their teachers, follow a skill based plan aligned to the Nebraska state standards, and skills that are grouped by grade levels. Teachers are then able to follow students' progress, analyze strengths, and identify possible areas to reteach. At East Elementary, the majority of skills focused upon are in the areas of math and language arts. IXL subscriptions are available for student use throughout the summer months. Many students and parents take advantage of this June and July opportunity. The following is recent IXL usage information.

Week of June 13th: 2,821 questions were answered by students and 137 total skills were practiced

Week of June 20th: 1,501 questions were answered by students and 90 total skills were practiced

Week of July 4th: 2,478 questions were answered by students and 94 total skills were Practiced

Early Intervention Services: Sara Anderson and Alyssa Schneider continue to serve families through Individual Family Service Plans during their summer contracted days. IFSP meetings take place as needed during the months of June and July involving qualified families, Miss Anderson, Mrs. Schneider, and Mrs. Pohl.

Kindergarten Round-Up: Kindergarten Round-Up will be held for incoming kindergarten students on August 9th. The goal is to have students into East Elementary in order to familiarize themselves with the building and classrooms before other grade level students are present. By having it in August, the anticipation and anxiousness will be soothed during the summer months and more timely to their first day of school.

Superintendent Report

Meeting: July Board Meeting

Date: 7/12/21

Mr. Widdifield

=====

Topics:

HVAC/Summer Projects: The HVAC project is going very well, and we had some equipment show up a week earlier than expected. There is still a lot to do, but we have a great crew working on this project, and I cannot “Thank” ETI and Rutts for their work and the communication they have with the school. We are completing a few other projects around all the schools, and we plan to have everything completed on our summer project list by the 1st of August.

Budget/NDE requirements: Jeremy and I continue to work on some preliminary budget figures along with some NDE paperwork for July and August. We have a few things coming together and waiting on some finalized numbers to meet with the Board to discuss the 21-22 school year.

Summer Lunch: We had an excellent turnout for our summer lunch program. We are sent out about 4500 breakfast/lunches for June. We needed to end the program a little earlier than usual because of the HVAC project. It is an excellent program for our families and our community. I want to thank the volunteers and lunch staff for all their work.

Thank You: Thank you to all the custodial and maintenance staff for the work in and out of the building. Our grounds look fantastic, and we have tackled some large projects in all of the buildings. We have a lot of work to do, but we will be ready for the school year.

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Minden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 14th day of September, 2020 at 7:15 o'clock, P.M., at Minden High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2018-2019 (1)	2019-2020 (2)	2020-2021 (3)			
General	\$ 10,258,298.00	\$ 10,547,279.91	\$ 13,432,001.47	\$ 1,425,000.00	\$ 6,029,812.35	\$ 8,916,352.12
Depreciation	\$ 420,298.00	\$ 374.00	\$ 696,372.00		\$ 696,372.00	
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 318,889.00	\$ 271,450.24	\$ 656,672.13	\$ -	\$ 656,672.13	
School Nutrition	\$ 388,194.00	\$ 463,402.00	\$ 570,507.00	\$ -	\$ 570,507.00	
Bond	\$ 1,716,602.00	\$ 11,709,995.81	\$ 3,674,107.82	\$ -	\$ 1,968,562.82	\$ 1,722,773.00
Special Building	\$ 984,692.00	\$ 1,496,314.75	\$ 1,592,579.82		\$ 1,192,579.82	\$ 404,040.00
Qualified Capital Purpose Undertaking	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ 6,620.00	\$ 6,105.00	\$ 10,000.00	\$ -	\$ 10,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 14,093,594.00	\$ 24,494,921.71	\$ 20,632,240.24	\$ 1,425,000.00	\$ 11,124,506.12	\$ 11,043,165.12

NOTICE OF BUDGET HEARING AND AMENDED BUDGET SUMMARY

Minden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 12th day of July, 2021 at 6:50 p.m. at the High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The purpose of the amendment to the Bond Fund resulting in an increase of \$6,015,000 to budgeted revenues and expenditures is due the refinance of the 2016 series bonds to achieve interest savings for the school district. The purpose of the amendment to the Building Fund resulting in an increase of \$990,000 to budgeted revenues and expenditures is for additional costs incurred due to the HVAC renovation project for the C.L. Jones Middle School along with the availability of new federal funds that were not in existence at the time the original budget was adopted. These amendments do not increase taxes for the 2020-21 school year. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2018-2019 (1)	2019-2020 (2)	2020-2021 (3)			
General	\$ 10,258,298.00	\$ 10,547,279.91	\$ 13,432,001.47	\$ 1,425,000.00	\$ 6,029,812.35	\$ 8,916,352.12
Depreciation	\$ 420,298.00	\$ 374.00	\$ 696,372.00		\$ 696,372.00	
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 318,889.00	\$ 271,450.24	\$ 656,672.13	\$ -	\$ 656,672.13	
School Nutrition	\$ 388,194.00	\$ 463,402.00	\$ 570,507.00	\$ -	\$ 570,507.00	
Bond	\$ 1,716,602.00	\$ 11,709,995.81	\$ 9,689,107.82	\$ -	\$ 7,983,562.82	\$ 1,722,773.00
Special Building	\$ 984,692.00	\$ 1,496,314.75	\$ 2,582,579.82		\$ 2,182,579.82	\$ 404,040.00
Qualified Capital Purpose Undertaking	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ 6,620.00	\$ 6,105.00	\$ 10,000.00	\$ -	\$ 10,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 14,093,594.00	\$ 24,494,921.71	\$ 27,637,240.24	\$ 1,425,000.00	\$ 18,129,506.12	\$ 11,043,165.12

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made

- available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [Insert Date]

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Minden Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Minden Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Minden Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Minden Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Minden Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or

gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Minden Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Minden Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Minden Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Minden Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s

determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Minden Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Minden Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Minden Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial

investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which

they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting

(unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

InstructionSpecial Education

Minden Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time

to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”).

The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is

available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01

7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

9. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

16. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or

- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a

determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC 51-006.04.

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

Students**School Wellness Policy**

A mission of Minden Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee**Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and

- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake

- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement)

decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move! Active Schools* (www.letsmoveschools.org), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper

- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. Section 1758b; 7 CFR Sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C Sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: June 12, 2017
Date Reaffirmed: August 10, 2020
Date Reaffirmed: May 10, 2021

Instruction

Multicultural Education

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

Statement of Philosophy and Mission

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

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

Implementation of Multicultural Education

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

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

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

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

Date of Adoption: December 15, 2009
Date Reaffirmed: May 10, 2021

District Handbook Changes

[Handbook Changes for Certified, NonCertified, and Substitute Teachers](#)

- Policy Updates
- Telecommuting language

High School Handbook Changes

[Minden High School 2021-2022 Student Handbook](#)

- Updated Board Policies that were used in the student handbook.
- Edited/Clarified Attendance Procedures at the high school.
- Clarified definition of “in possession” of student cell phone.
- Clarified areas for student parking.
(I will continue to work on improving the organization of parking lots.)

Activity Handbook Changes

- Minor grammatical changes
- Added a page from the NSAA on benefits of Co-Curricular Activity participants.

Middle School Handbook Changes

[Middle School Student Handbook](#)

*All proposed changes are highlighted in red on the Middle School Student Handbook Link

- Changed the start of the school day to 8:00 AM instead of 8:10 AM to align with the high school’s daily starting time
- Updated information about possessing/ using electronic devices (cell phones) during the school day
- Updated grading information.
- Academic progress reports will be updated and shared electronically
- Classroom Discipline to include: **On occasion, a misbehaving student may be required to serve an after-school detention if the student is demonstrating disrespectful behaviors towards adults and/or peers.** If a parent/guardian of the child cannot be contacted that day, the student will be given one day's notice to make arrangements with his/her parent/guardian to stay after school. **If the student fails to attend an assigned detention, a conference will be scheduled between the student, parent/guardian and the building principal.**
- Lunch Period Procedures to include: **Students who eat off campus must sign out at the office prior to leaving and check-in at the office upon returning. Students are to enter the building using the south doors of CLJMS. Students are not to bring pop, chips, sandwiches, etc. back onto the school grounds. If a student is tardy back to class after an off-campus lunch, there will be a conference between the student, parents/guardians of the student and the building principal.**
- Behavior Expectations at Events to include: **If a student is being disruptive or not in the area of the event, he/she will be asked to sit with their parent/ guardian or a district administrator (if parent/guardian are not present).**
- All Daily Calendar information has been updated with a starting time of 8:00 AM

[Elementary Handbook](#)

- Added location of Title I Schoolwide plan
- Added School Improvement Goal
- Minor formatting and grammatical changes

[Minden Public Preschool Handbook](#)

- Only minor changes of formatting

Dear Minden Board of Education,

I have been invited to staff a running camp in Texas called RATX (Run Across Texas), I have been part of this camp numerous times. I share the same training philosophy and generally the same coaching philosophy with the members of this elite camp. In 2018 I took three of our girls along with Aidan with Aidan attending all his high school years.

There are many camps available for athletes to attend here in Nebraska and the midwest. I am not a coach that promotes camps as in most cases they benefit the people hosting the camp more than it benefits the student athlete. However, this camp is different and it will provide many opportunities and key experiences that will help them learn to seek excellence each and every day as a son/daughter, student and athlete.

This camp produces many state champions and championship teams in Texas and had a hand in two cross country state championships here in Nebraska.

The date of the camp is - July 18th - July 24th, 2018. Due to it being out-of-state, I understand that I would need school board and administration approval. I took athletes to a similar camp in Michigan during the summer of 2011 and 2012 along with Texas in 2015, 2016, 2017, and 2018.

In the past we had asked for the use of a van for this trip, but that will not be the case this year. RATX will be renting a van out of Kearney for our crew along with some others.

Thank you for consideration for permission to attend this out-of-state camp.

Shawn Wheelock
Minden Cross Country Coach

**MINDEN SCHOOLS FOUNDATION
AMENDED AND RESTATED BYLAWS**

**ARTICLE I
OFFICE**

The principal office of the corporation in the State of Nebraska shall be located in the City of Minden, County of Kearney. The corporation may have such other offices as may be designated by the Board of Directors.

**ARTICLE II
PURPOSE**

The corporation is organized as a nonprofit corporation exclusively for educational purposes within the meaning of Section 501(c)(3) and as a supporting organization of the educational purpose of Minden Schools Foundation pursuant to Section 509(c)(3) of the Internal Revenue Code and shall carry out these purposes in the following manner, in addition to the manner set forth in the corporation's Articles of Incorporation.

The mission of the corporation is to enrich the educational experience in our schools by providing financial resources and support for Minden Public Schools, including, but not limited to, encouraging creative endeavors that will promote the achievement and success of our students and faculty.

**ARTICLE III
MEMBERS**

The corporation shall have no members. The management, affairs, and general administration of the corporation shall be governed exclusively by the Board of Directors.

**ARTICLE IV
BOARD OF DIRECTORS**

Section 1. The business and affairs of the corporation shall be managed by the Board of Directors, which shall have and exercise all the powers of the corporation under applicable law subject to the limitations imposed by the Articles of Incorporation and these Bylaws.

Section 2. The number of Directors shall be not less than seven (7) and no more than twelve (12). All Directors shall be voting members.

Section 3. Members of the Board of Directors shall be as follows:

- A. One (1) member of the Minden Public Schools Board of Education shall be designated to serve as a Director by the President of the Board of Education. That Director shall serve at the pleasure of the President of the Board of

Education, who shall also have the right to remove such Director and/or fill any vacancy which may occur in this position.

- B. The remaining Directors shall be elected by the Foundation Board of Directors for three (3) year terms or until successors thereto are elected. One-third (1/3) of the Directors shall be elected each year at the annual meeting by a majority vote of the Directors then in office. No Director, other than the Directors designated in paragraphs A. and B. of this Article IV., Section 3., shall serve more than two (2) successive three (3) year terms.

Section 4.

Except as otherwise stated in these Bylaws, any vacancy occurring among the elected members of the Board of Directors shall be filled by presidential appointment. A Director appointed to fill a vacancy shall serve the Board of Directors for the unexpired term of that Director's predecessor.

Section 5. A simple majority of current voting Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action is taken that is approved by at least a majority of the required quorum for such meeting. Directors may not vote by proxy unless pre-approved by a majority of the board or via real-time electronic communication.

Section 6. No Director shall receive, directly or indirectly, any compensation for his or her services as Director. The Board may authorize reimbursement of reasonable expenses incurred by any Director, in connection with attendance at Board meetings.

Section 7. An Executive Director may be hired by the Board. If such event occurs, Article IV., Section 6, shall not apply to that individual.

Section 8. If a Director, other than the Directors designated in paragraphs A. through C. of this Article IV., Section 3., is absent for three (3) consecutive regular Board meetings, that Director shall be deemed to have resigned and a new Director shall be appointed by the President to serve that Director's remaining term.

ARTICLE V OFFICERS

Section 1. The officers of the Board of Directors shall consist of a President, Vice President, Treasurer, Secretary, and such other officers as the Board of Directors may from time to time appoint.

Section 2. The officers of the Board of Directors shall be elected at twelve (12) month intervals by the Board of Directors, immediately following the election of Directors, at a

regular meeting. Vacancies may be filled at any meeting of the Board of Directors. Each officer shall hold office until a successor shall have been duly elected and qualified.

Section 3. PRESIDENT: Subject to control of the Board of Directors, the President shall have general supervision of the affairs of the corporation. The President shall preside at all meetings of the Board of Directors and shall have such other duties as may be prescribed by the Board.

Section 4. VICE PRESIDENT: In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall have such other powers and duties as may be assigned by the Board of Directors. The Vice President shall become the President at the end of the President's term.

Section 5. TREASURER: The Treasurer shall be responsible for the accounting of all monies of the corporation, including depositing and/or investing them in accordance with policies adopted by the Board of Directors. The Treasurer shall have such additional powers and duties as may be assigned by the Board of Directors. The Treasurer shall request that the accountant for the corporation prepare an audit of the corporation's financial records at least once every three years and submit that audit to the Board of Directors when completed. The audit shall be in such form as the accountant deems necessary to adequately ensure that the income and expenditures of the assets of the corporation have been properly managed. The audit report shall be available to anyone upon request. The Board may request an audit more frequently.

Section 6. SECRETARY: The Secretary shall act as Secretary of all the meetings of the Board of Directors and shall be responsible for preparing the minutes of the meetings. The Secretary shall perform such additional duties as may be assigned by the Board of Directors.

ARTICLE VI COMMITTEES

Section 1. The Board of Directors shall create the eight (8) standing committees described in Sections 3., through 9., inclusive of this Article VI., with the powers and duties hereinafter set forth. The Board of Directors shall also have the right to establish such other standing and/or special committees with such powers and duties as the Board of Directors may, from time to time, determine to be necessary or desirable to carry out the purposes of the corporation. The members of each committee shall be as hereinafter specified for each committee, subject however to the approval of the Board of Directors.

Section 2. No committee shall have the authority of the Board of Directors to amend, alter, or repeal any of the Bylaws adopted hereby; elect, appoint, or remove any member of any such committee or any Director or officer of the corporation; amend the Articles of Incorporation; adopt any plan of merger or consolidation with any other corporation; authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorize the voluntary dissolution of the

corporation or revoke such proceedings therefore; adopt a plan of distribution of the assets of the corporation or amend, alter or repeal any resolution of the Board of Directors unless said resolution specifically allows such committee to do so. The designation of appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon such Director by law, these Bylaws or the Articles of Incorporation of this corporation.

Section 3. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the President, immediate Past President, Vice President, Secretary, Treasurer, and two (2) other members of the Board of Directors designated by the President subject to the approval of the Board of Directors. The President shall be the chairperson of the Executive Committee. The President or any two (2) other members of the Executive Committee may call a meeting of the Executive Committee. The President or other persons calling the meeting shall give or cause to be given, written notice to each member of the Executive Committee of the date, time, place, and purpose of the meeting in the same manner and within the time periods as set forth in Section VII., paragraph 4.B., of these Bylaws. Four (4) members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting thereof. The Executive Committee shall act only in the intervals between meetings of the Board of Directors and shall, except to the extent otherwise provided herein or determined by the Board of Directors, have all authority of the Board of Directors, including the personnel function, other than the hiring and firing of staff. Subject to the aforesaid exception, any person dealing with the corporation shall be entitled to rely upon any act or authorization of an act by the Executive Committee to the same extent as an act or authorization of the Board of Directors. The Executive Committee shall keep full and complete records of all meetings and actions, which shall be reported to and open to inspection by the Board of Directors. At each meeting of the Executive Committee, all questions and business shall be determined by a majority vote of those present, or without a

meeting by a writing or writings signed by all its members. Any or all Executive Committee members may participate in a meeting of the Executive Committee by means of conference telephone or other means of communication by which all persons participating in the meeting are able to hear each other.

Section 4. FINANCE: This committee shall consist of no fewer than five (5) members. The Treasurer of the corporation, no fewer than three (3) Directors and one (1) School representative selected by the Board of Directors. The President shall appoint a Director as chairperson. The committee shall utilize the Investment Policy approved by the Board of Directors and may consult an investment advisor to make recommendations to the committee. The committee, utilizing the advice from the investment advisor, shall make recommendations to the Board of Directors for the investing of corporation's funds. Final determination for the investment of the corporation's assets shall be subject to the approval of the Board of Directors. This committee shall also prepare and submit an annual budget to the Board of Directors for their review and approval. This committee shall also handle any other issues which the Board of Directors may, from time to time, request.

Section 5. RESOURCE: This committee shall consist of no fewer than five (5) members. The Vice President of the Board of Directors shall serve as chairperson. There shall be one (1) additional Director and no fewer than three (3) community members appointed by the Board of Directors to serve on this committee. This committee shall develop an annual plan for resource development and with the prior approval of the Board of Directors, implement the plan.

Section 6. AWARDS AND GRANTS: This committee shall consist of no fewer than five (5) members. The President shall appoint a Director as chairperson. The remaining members of this committee shall be the one (1) additional Director and at least two (2) community members selected by the Board of Directors. The committee shall recommend criteria to the Board of Directors for awards and grants. This committee shall recommend recipients of awards and grants to the Board of Directors for approval. The recipient of any such grant shall be responsible for providing this committee with a written summary upon completion of the grant project.

Section 7. NOMINATING: The nominating committee shall be chaired by the immediate Past President and shall consist of the current Vice President (who is the president elect), with two (2) current Directors, and two (2) members from the community appointed by the President with the approval of the Executive Committee. Nominations may be and are encouraged to be submitted by the Board of Directors to the Nominating Committee. The Nominating Committee shall nominate new Directors and present a slate for approval to the Board of Directors in advance of the annual meeting.

Section 8. PUBLIC INFORMATION: This committee shall consist of no fewer than four (4) members. The President shall appoint a Director as chairperson and one (1) additional Board member, and no fewer than two (2) community members shall serve on the committee. This

committee shall promote the mission of the corporation to the Minden Public Schools community and create visibility and good will for the Minden Schools Foundation.

Section 9. SCHOLARSHIP: This committee shall consist of no fewer than (5) members. There shall be at least three (3) Directors, one (1) of which shall be appointed by the President as the chairperson, at least one (1) community member and one (1) Minden Public School representative selected by the Board of Directors. This committee shall be responsible for strict adherence to IRC 4945 requirements to include, but not be limited to, establishment of 1) scholarships which have a purpose in alignment with Foundation goals, 2) eligibility requirements which serve public interests, and 3) an objective selection process.

Section 10. NON-FOUNDATION BOARD MEMBERS: The Board of Directors shall have the authority and discretion to add individuals who are not members of the Board of Directors to the Committees set forth in Sections 3. through 9. of this Article VI as the Board sees fit. Any such members shall be designated and henceforth referred to as "Non-Board Members" and shall be appointed to a Committee(s) by a majority vote of the Board of Directors. Any Non-Board Members appointed to serve on a Committee(s)

shall NOT become a member of the Minden Schools Foundation Board of Directors. Non-Board Members shall serve on a Committee(s) at the pleasure of the Board of Directors and shall have no authority or voting rights outside of the Committee that the Non-Board Member has been Appointed to serve on.

ARTICLE VII MEETINGS

Section 1. The annual meeting of the Board of Directors shall be held in the month of January on such date and at such time and place as the Board of Directors shall determine.

Section 2. In addition to the annual meeting, regular meetings shall be scheduled at least quarterly and shall be called by the President and any two (2) Directors.

Section 3. Special meetings of the Board of Directors may be called by the President or majority of the Board of Directors. Special meetings shall be held at such place, date, and time as shall be stated in the notice of such special meeting.

Section 4. The notice and voting requirements for meetings of the Board of Directors shall be as follows:

- Written notice of the annual meeting shall be given to all the Directors not more than thirty (30) days nor less than ten (10) days prior to the date of the meeting of the President. This notice shall be given by first class mail, postage prepaid or by email to each Director and shall include an agenda for the annual meeting. The required notice period shall be calculated from the date that the written notice is deposited in the mail or the date of the email.
- Notice of any regularly scheduled meeting shall be given to all Directors by the President, a minimum of four (4) days prior to the date of the meeting. The notice required by this section may be given by either first class mail, postage prepaid or email. The four (4) day period shall be calculated from the date that the written notice is deposited in the mail or the date of the email.
- Notice of any special meeting shall be given to all Directors by the President or by one (1) or more of the persons calling such special meeting. Such notice shall be given a minimum of four (4) days prior to the date of the meeting and shall designate the place, date, and time of such meeting and state the purpose for such special meeting. The notice required by this section may be given by either first class mail, postage prepaid or email. The four (4) day period shall be calculated from the date that the written notice is deposited in the mail or the date of the email.
- The notice requirement contained in these Bylaws may be waived in writing by any Director. All waivers shall be made part of the minutes of the meeting.
- Any action by the Board of Directors required or permitted to be taken by the Board may be taken without a meeting, if all voting Directors unanimously consent to such action in writing. Written consent(s) may also be made by email, provided however that such email must be sent to the President of the Board of

Directors to be valid. Such written consent(s) shall be made a part of the corporation's minutes. Any actions taken by written consent(s) shall have the same force and effect as the unanimous vote of the voting Directors. Any action taken by this section shall be effective when the last Director signs the consent, unless the consent specifies a different effective date of such action.

- Online or email voting for or against any matter that may be taken up by the Directors at any meeting of the Board of Directors shall be permissible and effective, so long as the vote is conducted per current procedure documents as approved by the Board of Directors.

ARTICLE VIII CONTRACTS, LOANS, CHECKS, & DEPOSITS

Section 1. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent or any other person shall have any power of authority to bind the corporation by any contract or engagement, or to pledge its credit or render it liable for any purpose or for any amount.

Section 2. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness to shall be issued in its name unless authorized by a specific resolution of the Board of Directors. Such authority shall be confined to a specific instance. Unless so authorized by the Board of Directors, no officer, agent, or other person shall have the power or authority to bind the corporation to any such indebtedness or render the corporation liable for the repayment of the same.

Section 3. All checks, drafts, or orders for the payment of money, notes, or other evidences in indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent, or agents of the corporation in such a manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. All funds of the corporation not otherwise employed, shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

ARTICLE IX BOOKS AND RECORDS

The corporation shall maintain correct and complete books and records of account and minutes of the proceedings of the Board of Directors. Said books and records shall be submitted to the office of the Superintendent of Minden Public Schools for review.

ARTICLE X INVESTMENTS

The corporation shall have the right, subject to any restriction contained in the Articles of Incorporation and these Bylaws, to retain all or any part of the securities or property

acquired by it in whatever manner and to invest and reinvest any funds held by it, according to the judgement of the Board of Directors, without being restricted to the class of investments which a Director is or may hereafter be permitted by law to make or any similar restriction; provided, however, that no action shall be taken by or on behalf of the corporation if such action is a prohibited transaction or would result in the denial of tax exemption under Section(s) 503, 504, or 509 of the Internal Revenue Code of 1986 and its regulation as they now exist or as they may

hereinafter be amended. In addition, thereto, in the event that a gift or device is received by the corporation with certain restriction thereon regarding the investment thereof, once said gift or device is accepted by the corporation to honor those restrictions to the extent permitted by law. However, in the event that such restrictions may directly affect the tax-exempt status of the corporation, those gifts shall be rejected by the corporation.

ARTICLE XI VOTING STOCK OWNED BY THE CORPORATION

Unless otherwise ordered by the Board of Directors, the President shall have full power and authority on behalf of the corporation to vote either in person or by proxy at any meetings of shareholders of any corporation in which this corporation may hold stock, and at any such meeting may possess and exercise all the rights and powers incident to the ownership of such stock which, as the owner thereof, this corporation might have possessed and exercised if present. The Board of Directors may confer like powers upon any other person and may revoke any such powers as granted at its pleasure.

ARTICLE XII PROHIBITION AGAINST SHARING IN CORPORATION EARNINGS

No Director, officer or any individual shall receive any of the net earnings or pecuniary profit from the operation of the corporation. However, reasonable compensation for service rendered to or for the corporation or actual out-of-pocket expenses incurred by any such person when acting on behalf of the corporation or in furtherance of the corporation's purposes may be paid as provided by the Board of Directors. In addition, thereto, no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. Upon distribution and winding up of affairs of the corporation, whether voluntary or involuntary, the remaining assets of the corporation, after all debts have been satisfied or provisions made therefore, shall be distributed, transferred, conveyed, delivered, and paid over as provided in the Articles of Incorporation.

ARTICLE XIII FISCAL YEAR AND PROCEDURES

Section 1. The fiscal year shall begin on January 1st and shall end on December 31st of each year.

Section 2. Robert's Rules of Order (in its most recent edition at the date of its use) shall be the parliamentary authority for all matters of the procedures not specifically covered

by these Bylaws or by other specific rules of procedure adopted by the Board of Directors.

Section 3. These Bylaws may be amended by the affirmative vote of two-thirds (2/3) of the voting Directors. No action shall be taken to amend these Bylaws unless written notice of the proposed amendment(s) has been given to each voting Director at least ten (10) days prior to the meeting. The notice required by this section may be given by either first class mail, postage prepaid or email. The ten (10) day period shall be calculated from the date that the written notice is deposited in the mail or the date of the email.

**ARTICLE XIV
AUTHORITY OF THE CORPORATION**

Section 1. The Minden Schools Foundation has operated under the authority and direction of the Minden Public Schools Board of Education dating back to the conception and organization of the Minden Schools Foundation and the corporation. Pursuant to the Declaration enacted by the Minden Public Schools Board of Education dated July 12, 2021, the Minden Schools Foundation shall henceforth cease to operate under the authority and direction of the Minden Public Schools Board of Education and shall henceforth operate under its own authority and at its own direction upon the adoption of these Amendments and Restatement of the Minden Schools Foundation Bylaws.

The foregoing Amended and Restated Bylaws were adopted and approved by the Board of Directors on the _____ day of _____, 20____.

_____ Secretary of the Corporation

_____ Officer other than the Secretary