

Minden Public Schools  
Board of Education  
Board of Education Regular Meeting  
Minden High School Media Center  
543 West 5th  
Minden, NE 68959-0301  
Monday, June 13, 2022 7:00 PM

1. Hearing on Policy 5416, Policy 6400, and Policy 5415
  - 1.a. Open Hearing to Receive Support, Opposition, Criticism, and/or Suggestions for the Reaffirmation of Policy 5416 Student Fees, Policy 6400 Parental Involvement, and Policy 5415 Anti-Bullying at 7:00pm
  - 1.b. Close Hearing on Policy 5416, Policy 6400, and Policy 5415 at 7:05pm
2. Call to Order at 7:06pm
  - 2.a. Open Meetings Act is Posted
  - 2.b. Mission Statement
  - 2.c. Roll Call
  - 2.d. Pledge of Allegiance
3. Public Comment
4. Consent Agenda
  - 4.a. Consider Minutes from May 9 Meeting
  - 4.b. Consider Financial Reports
  - 4.c. Consider Expenditures and Claims for Payment
5. Reports
  - 5.a. Board Committees
  - 5.b. Principals
  - 5.c. Superintendent
6. Policy Review and Updates
  - 6.a. Consider and Discuss Amendments to Policy 1220 Title IX Grievance Policy, Policy 3132 Internal Controls, Policy 3540 Bidding Construction Projects, Policy 4009 Drug & Substance Use & Abuse, Policy 4133 Substitute Teachers, Policy 6600 Special Education Policy, Policy 8343 Agenda Construction & Control, Policy 8346 Public Participation at Board Meetings, and Policy 9340 Minutes
7. Action Items
  - 7.a. Consider, Discuss, and Take Action on Reaffirmation of Policy 5415 Anti-Bullying, Policy 6400 Parental Involvement, and Policy 5416 Student Fees
  - 7.b. Consider, Discuss, and Take Action on Designation of Federal Programs Representative
  - 7.c. Consider, Discuss, and Take Action on Authorization of Superintendent to Dispose of Materials
  - 7.d. Consider, Discuss, and Take Action on Meal Prices for 2022-23 School Year
  - 7.e. Consider, discuss, and take all necessary action with regard to approving an architect agreement for master planning and pre-financing needs analysis and possible design,

cost estimating and construction administration for potential school facilities projects

8. Next Meeting
9. Adjournment per Board President Action at 7:48 p.m.

InstructionParental/Community Involvement in Schools

Kearney County School District 0503, a/k/a Minden Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

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

StudentsStudent Fees Policy

The Board of Education of Minden Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

---

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. Sections 79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. Sections 79-241, 79-605, and 79-611 (transportation)  
Neb. Rev. Stat. Sec. 79-2104 (student files or records)  
Neb. Rev. Stat. Sec. 79-715 (eye-protective devices)  
Neb. Rev. Stat. Sec. 79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. Sec. 79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. Sections 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date Reaffirmed: May 11, 2020

Date Reaffirmed: May 10, 2021

**Appendix "1" to Student Fees Policy of  
Minden Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes, and special projects or events	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Band students using school owned instruments will pay for any repairs and yearly summer cleaning. Summer cleaning not to exceed \$100.00.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Prices are determined by the school board and are based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$45
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class. Drivers education class: \$400.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Field Trips	Transportation and admission costs of field trips	None – costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

Technology and digital devices	Damage fee or replacement cost.	If lost or damaged, a replacement fee will be assessed at a rate paid by the school.	
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	No additional
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	

7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students, a \$40.00 uniform cleaning fee may be requested. Middle School Band Students are to clean their own uniforms. For High School Vocal students a \$20.00 choir robe cleaning fee may be requested.
<b>Clubs/Organizations</b>		
School Sponsored Organizations	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Show Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$300.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$300.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$700.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$40.00 per event

3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$100.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Date Reaffirmed: May 10, 2021

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137  
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 11, 2009  
Date Reaffirmed: May 10, 2021

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
May 9, 2022**

The agenda for the May 9, 2022 meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and notice was published in the local paper.

The board meeting began at 8:30 pm with all board members present.

Motion by Craig and second by Raun to approve the consent agenda consisting of minutes from the April 11 meeting, financial reports, and claims for payment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Craig and second by Glanzer to approve the hiring of Cannon, Moss, Brygger Architects, PC. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Reed to approve the June FBLA trip to Chicago and the June FCCLA trip to San Diego. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

At 9:11 pm, meeting adjourned per Board President action.

---

Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
May 31, 2022

SCHOOL BALANCE - April 30, 2022			\$140,865.82
Current Months Receipts			\$2,858,464.85
Transfers from Investments			\$0.00
Total Beginning Balance and Receipts			<u>\$2,999,330.67</u>
Less: Disbursements			\$928,289.72
Transfer to Investments			<u>\$1,700,000.00</u>
Total Disbursements			<u>\$2,628,289.72</u>
SCHOOL BALANCE - May 31, 2022			<u><u>\$371,040.95</u></u>
BALANCE PER BANK STATEMENT - May 31, 2022			\$379,463.48
Deposits In Transit			\$0.00
LESS : Outstanding Checks			<u>\$8,422.53</u>
RECONCILED BANK BALANCE - May 31, 2022			<u><u>\$371,040.95</u></u>
(Balance - May 31, 2021 = \$105,251.84)			
GENERAL FUND INVESTMENTS			\$3,663,086.22
Money Market Minden Exchange	\$2,376,489.68	0.45% demand	
Money Market First Bank	\$1,286,596.54	0.12% demand	
(Balance May 31, 2021 = \$3,545,187.17)			
DEPRECIATION FUND INVESTED			\$64,235.93
Money Market Minden Exchange Bank	\$17,253.13	0.45% demand	
Money Market First Bank	\$46,977.61	0.08% demand	
NE Liquid Asset Fund - Depreciation Fund	\$0.00	0.40% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance May 31, 2021 = \$694,215.73)			
BUILDING FUND			\$886,650.57
Money Market Minden Exchange Bank	\$713,387.77	0.45% demand	
Money Market First Bank	\$159,040.33	0.12% demand	
NE Liquid Asset Fund - Building Fund	\$14,217.97	0.40% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance May 31, 2021 = \$811,572.64)			
BOND FUND			\$1,725,445.11
Money Market Minden Exchange Bank	\$1,723,043.50	0.45% demand	
NE Liquid Asset Fund - Bond Fund	\$2,401.61	0.40% demand	
(Balance May 31, 2021 = \$1,658,332.66)			
LUNCH FUND			\$205,655.71
Money Market First Bank	\$78,927.67	0.10% demand	
Checking First Bank	\$126,728.04		
(Balance May 31, 2021 = \$132,233.45)			
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  
May 31, 2022

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
<b>General Fund</b>							
MEB	401505	\$140,865.82	\$2,858,464.85	(\$1,700,000.00)	\$928,289.72	\$371,040.95	\$105,251.84
MEB	601096	\$675,782.93	\$706.75	\$1,700,000.00	\$0.00	\$2,376,489.68	\$2,260,133.54
FB&T	801472	\$1,286,465.43	\$131.11	\$0.00	\$0.00	\$1,286,596.54	\$1,285,053.63
	<b>Subtotal</b>	<b>\$2,103,114.18</b>	<b>\$2,859,302.71</b>	<b>\$0.00</b>	<b>\$928,289.72</b>	<b>\$4,034,127.17</b>	<b>\$3,650,439.01</b>
<b>Depreciation Fund</b>							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$17,246.33	\$6.80	\$0.00	\$0.00	\$17,253.13	\$305,630.26
FB&T	807982	\$46,974.42	\$3.19	\$0.00	\$0.00	\$46,977.61	\$118,883.87
NLAF	9300656 x	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269,696.41
	<b>Subtotal</b>	<b>\$64,225.94</b>	<b>\$9.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,235.93</b>	<b>\$694,215.73</b>
<b>Building Fund</b>							
MEB	106690	\$4.50	\$0.00	\$0.00	\$0.00	\$4.50	\$4.50
MEB	603209	\$564,649.65	\$148,738.12	\$0.00	\$0.00	\$713,387.77	\$438,513.88
FB&T	801407	\$159,024.12	\$16.21	\$0.00	\$0.00	\$159,040.33	\$358,843.04
NLAF	9300655	\$14,213.17	\$4.80	\$0.00	\$0.00	\$14,217.97	\$14,211.22
	<b>Subtotal</b>	<b>\$737,891.44</b>	<b>\$148,759.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$886,650.57</b>	<b>\$811,572.64</b>
<b>Bond Fund</b>							
MEB	620112	\$1,217,375.13	\$505,668.37	\$0.00	\$0.00	\$1,723,043.50	\$1,655,932.16
NLAF	9300692	\$2,400.80	\$0.81	\$0.00	\$0.00	\$2,401.61	\$2,400.50
	<b>Subtotal</b>	<b>\$1,219,775.93</b>	<b>\$505,669.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,725,445.11</b>	<b>\$1,658,332.66</b>
<b>Lunch Fund</b>							
FB&T	990119	\$122,639.90	\$55,209.52	\$0.00	\$51,121.38	\$126,728.04	\$128,329.73
FB&T	801399	\$78,920.97	\$6.70	\$0.00	\$0.00	\$78,927.67	\$3,903.72
	<b>Subtotal</b>	<b>\$201,560.87</b>	<b>\$55,216.22</b>	<b>\$0.00</b>	<b>\$51,121.38</b>	<b>\$205,655.71</b>	<b>\$132,233.45</b>
<b>Grand Total</b>		<b>\$4,326,568.36</b>	<b>\$3,568,957.23</b>	<b>\$0.00</b>	<b>\$979,411.10</b>	<b>\$6,916,114.49</b>	<b>\$6,946,793.49</b>

x - Account Closed 09/10/2021

## 2021/22 Projections vs. Actuals for General Fund As of May 31, 2022

### Income

2021/22 Budgeted Income = \$10,982,180.74

Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,100,891.18	\$2,180,348.30	\$79,457.12	\$79,457.12
October	\$578,760.92	\$417,537.54	(\$161,223.38)	(\$81,766.26)
November	\$177,911.33	\$206,545.39	\$28,634.06	(\$53,132.20)
December	\$158,143.40	\$217,467.90	\$59,324.50	\$6,192.30
January	\$1,651,719.98	\$1,906,447.53	\$254,727.55	\$260,919.85
February	\$886,261.99	\$854,412.36	(\$31,849.63)	\$229,070.22
March	\$604,019.94	\$819,165.68	\$215,145.74	\$444,215.96
April	\$562,287.65	\$507,122.58	(\$55,165.07)	\$389,050.89
May	\$2,821,322.23	\$2,858,101.03	\$36,778.80	\$425,829.69
June	\$1,083,941.24			
July	\$158,143.40			
August	\$198,777.46			

### Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$995,801.94	\$1,031,074.55	\$35,272.61	\$35,272.61
October	(\$386,413.59)	(\$521,840.31)	(\$135,426.72)	(\$100,154.11)
November	(\$795,563.21)	(\$661,284.81)	\$134,278.40	\$34,124.29
December	(\$792,802.50)	(\$791,918.72)	\$883.78	\$35,008.07
January	\$672,316.85	\$1,037,273.84	\$364,956.99	\$399,965.06
February	(\$58,755.31)	(\$45,464.16)	\$13,291.15	\$413,256.21
March	(\$358,783.14)	(\$93,976.39)	\$264,806.75	\$678,062.96
April	(\$399,329.71)	(\$425,020.01)	(\$25,690.30)	\$652,372.66
May	\$1,835,990.51	\$1,931,012.99	\$95,022.48	\$747,395.14
June	\$65,409.41			
July	(\$792,802.50)			
August	(\$860,068.79)			

### Expenses

2021/22 Budgeted Expenses = \$11,857,180.74

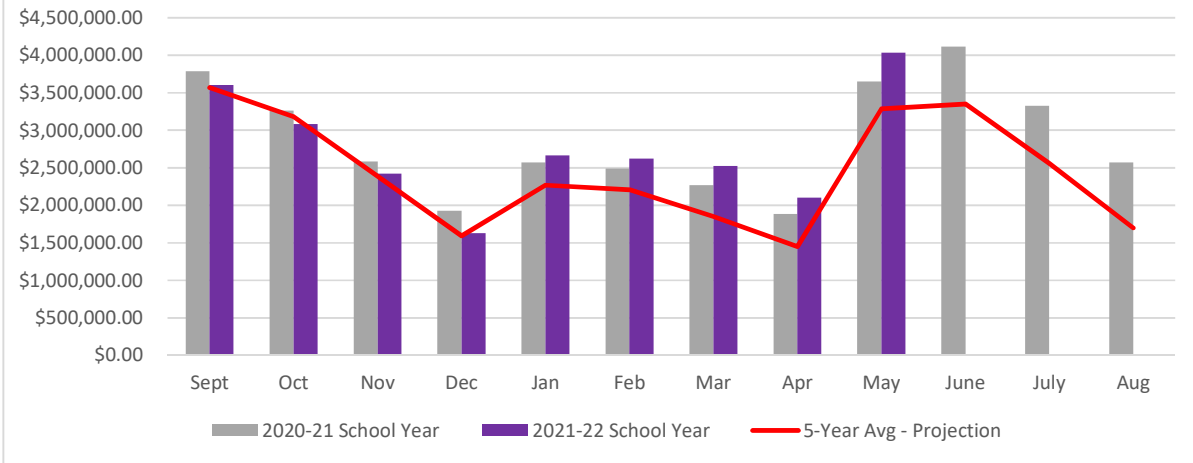
Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,105,089.24	\$1,149,273.75	\$44,184.51	\$44,184.51
October	\$965,174.51	\$939,377.85	(\$25,796.66)	\$18,387.85
November	\$973,474.54	\$867,830.20	(\$105,644.34)	(\$87,256.49)
December	\$950,945.90	\$1,009,386.62	\$58,440.72	(\$28,815.77)
January	\$979,403.13	\$869,173.69	(\$110,229.44)	(\$139,045.21)
February	\$945,017.30	\$899,876.52	(\$45,140.78)	(\$184,185.99)
March	\$962,803.08	\$913,142.07	(\$49,661.01)	(\$233,847.00)
April	\$961,617.36	\$932,142.59	(\$29,474.77)	(\$263,321.77)
May	\$985,331.72	\$927,088.04	(\$58,243.68)	(\$321,565.45)
June	\$1,018,531.83			
July	\$950,945.90			
August	\$1,058,846.25			

### General Fund Balance

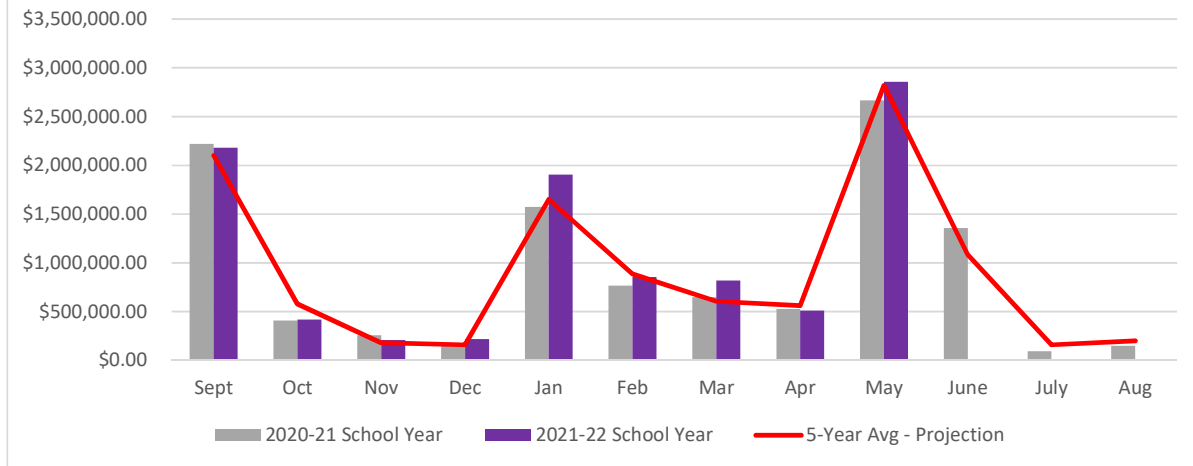
Beginning Reconciled GF Balance = \$2,574,270.19

Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,570,072.13	\$3,605,344.74	\$35,272.61
October	\$3,183,658.54	\$3,083,504.43	(\$100,154.11)
November	\$2,388,095.33	\$2,422,219.62	\$34,124.29
December	\$1,595,292.83	\$1,630,300.90	\$35,008.07
January	\$2,267,609.68	\$2,667,574.74	\$399,965.06
February	\$2,208,854.37	\$2,622,110.58	\$413,256.21
March	\$1,850,071.23	\$2,528,134.19	\$678,062.96
April	\$1,450,741.52	\$2,103,114.18	\$652,372.66
May	\$3,286,732.03	\$4,034,127.17	\$747,395.14
June	\$3,352,141.44		
July	\$2,559,338.94		
August	\$1,699,270.15		

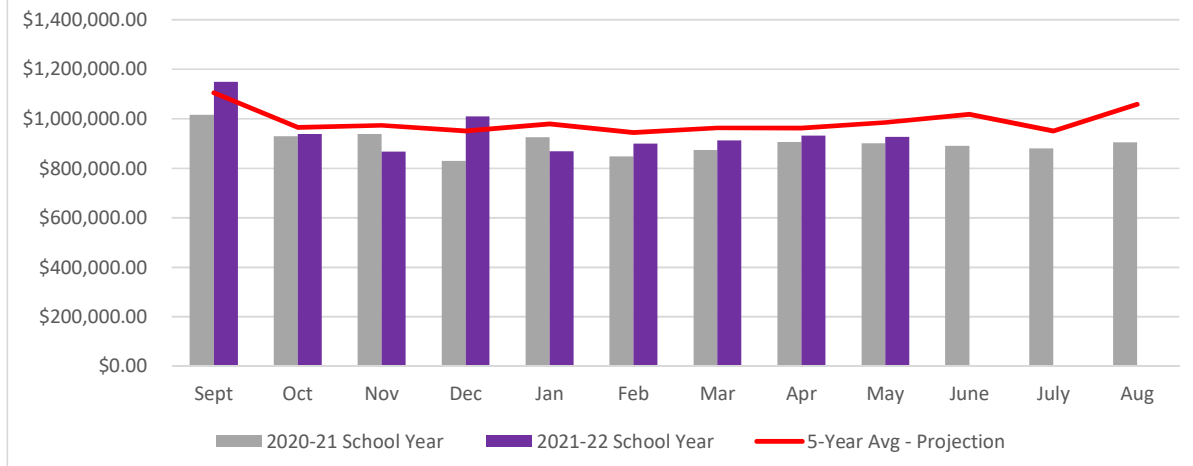
### 2021-22 Estimated vs. Actual General Fund Balance



### 2021-22 Estimated vs. Actual Revenues



### 2021-22 Estimated vs. Actual Expenditures



# General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$5,512,072.57	\$4,432,028.68	\$1,080,043.89	80.41%
01125 - Academic Intervention	\$92,969.96	\$75,641.87	\$17,328.09	81.36%
01200 - School Age SPED	\$1,171,253.50	\$960,939.66	\$210,313.84	82.04%
01291 - Preschool Age 3-5	\$14,201.26	\$8,157.28	\$6,043.98	57.44%
01292 - Preschool Age 0-2	\$100.00	\$0.00	\$100.00	0.00%
01300 - Summer School	\$21,244.67	\$182.37	\$21,062.30	0.86%
02120 - Guidance Counselor	\$335,648.14	\$275,863.96	\$59,784.18	82.19%
02130 - Health Services	\$73,122.49	\$61,939.17	\$11,183.32	84.71%
02141 - School Psychologist - School Age	\$71,725.99	\$58,326.51	\$13,399.48	81.32%
02151 - Speech Path & Deaf Ed	\$195,498.80	\$161,226.98	\$34,271.82	82.47%
02152 - Speech Path & Deaf Ed	\$450.00	\$602.44	(\$152.44)	133.88%
02161 - Occupational Therapy	\$34,000.00	\$36,868.38	(\$2,868.38)	108.44%
02171 - Physical Therapy	\$12,500.00	\$9,930.00	\$2,570.00	79.44%
02173 - Physical Therapy	\$750.00	\$750.00	\$0.00	100.00%
02190 - Student Activities	\$165,343.96	\$138,700.81	\$26,643.15	83.89%
02213 - Instructional Staff Training	\$10,000.00	\$4,715.66	\$5,284.34	47.16%
02220 - Media Center	\$249,590.88	\$216,201.54	\$33,389.34	86.62%
02230 - Technology Support	\$187,123.29	\$166,020.97	\$21,102.32	88.72%
02240 - Assessment Coordinator	\$10,701.28	\$20,983.93	(\$10,282.65)	196.09%
02310 - Board of Education	\$42,850.00	\$27,468.40	\$15,381.60	64.10%
02320 - Superintendent	\$294,548.01	\$244,120.58	\$50,427.43	82.88%
02330 - District Legal Services	\$50,000.00	\$11,227.12	\$38,772.88	22.45%
02410 - Principal	\$637,452.41	\$521,877.26	\$115,575.15	81.87%
02510 - Business Office	\$228,406.51	\$167,771.06	\$60,635.45	73.45%
02610 - Custodial	\$429,128.36	\$344,563.98	\$84,564.38	80.29%
02620 - Building Maintenance	\$818,140.32	\$595,735.14	\$222,405.18	72.82%
02630 - Grounds Maintenance	\$161,842.54	\$112,622.16	\$49,220.38	69.59%
02640 - Equipment Repair & Maintenance	\$34,199.31	\$24,725.49	\$9,473.82	72.30%
02650 - Non-Pupil Vehicle	\$35,000.00	\$2,627.14	\$32,372.86	7.51%
02660 - Security	\$11,000.00	\$3,916.00	\$7,084.00	35.60%
02670 - Safety	\$24,000.00	\$22,063.33	\$1,936.67	91.93%
02710 - School Bus Driving	\$259,427.69	\$136,354.68	\$123,073.01	52.56%
02712 - School Age SPED Driving	\$2,304.79	\$3,810.68	(\$1,505.89)	165.34%
02713 - Below Age 5 SPED Driving	\$25,830.51	\$3,954.27	\$21,876.24	15.31%
02730 - School Bus Driving Vehicle Maintenance	\$85,651.51	\$45,812.46	\$39,839.05	53.49%
02732 - School Age SPED Vehicle Maintenance	\$2,000.00	\$619.18	\$1,380.82	30.96%
03535 - High Ability Learners	\$46,064.89	\$38,994.73	\$7,070.16	84.65%
06200 - Title IA	\$146,693.00	\$116,822.56	\$29,870.44	79.64%
06406 - IDEA Preschool (619) Base Allocation	\$2,206.00	\$2,274.00	(\$68.00)	103.08%
06408 - IDEA Part B (611)	\$169,614.00	\$134,895.23	\$34,718.77	79.53%
06412 - IDEA Non-Public	\$3,262.00	\$3,308.21	(\$46.21)	101.42%
06421 - IDEA Part B (611) ARP	\$33,377.00	\$20,888.34	\$12,488.66	62.58%
06422 - IDEA Preschool (619) Base Allocation ARP	\$2,714.00	\$2,714.00	\$0.00	100.00%
06423 - IDEA Non-Public ARP	\$686.00	\$686.00	\$0.00	100.00%
06700 - Carl Perkins	\$0.00	\$458.00	(\$458.00)	
06990 - Other Federal Grants	\$0.00	\$91,100.00	(\$91,100.00)	
06998 - ESSER III	\$97,485.10	\$73,096.65	\$24,388.45	74.98%
08000 - Transfers (Outgoing)	\$55,000.00	\$55,000.00	\$0.00	100.00%
09000 - Reimbursed by Other Funds/Entities	\$0.00	\$3,714.78	(\$3,714.78)	
<b>Total</b>	<b>\$11,857,180.74</b>	<b>\$9,442,301.64</b>	<b>\$2,414,879.10</b>	<b>79.63%</b>

# General Fund Revenues

Account Description	Adopted Budget	Received	Remaining Balance	Percent Received
01100 - Taxes Levied/Assessed	\$9,104,058.74	\$5,546,278.35	\$3,557,780.39	60.92%
01115 - Carline Taxes	\$3,500.00	\$2,921.25	\$578.75	83.46%
01120 - Public Power District Sales Tax	\$35,000.00	\$46,787.73	(\$11,787.73)	133.68%
01125 - Motor Vehicle Taxes	\$420,000.00	\$350,344.03	\$69,655.97	83.42%
01140 - Penalty & Interest on Delinquent Taxes	\$17,750.00	\$13,726.87	\$4,023.13	77.33%
01370 - Preschool Tuition and Fees	\$17,500.00	\$23,035.00	(\$5,535.00)	131.63%
01510 - Interest	\$5,000.00	\$5,231.98	(\$231.98)	104.64%
01910 - Rental of School Facilities & Equipment	\$8,000.00	\$7,710.00	\$290.00	96.38%
01911 - Local License Fees	\$3,750.00	\$54.43	\$3,695.57	1.45%
01920 - Contributions and Donations	\$1,000.00	\$1,000.00	\$0.00	100.00%
01921 - Police Court Fines	\$750.00	\$50.00	\$700.00	6.67%
01960 - Mlsc. Revenue from Other Gov't. Units	\$0.00	\$3,150.00	(\$3,150.00)	
01990 - Miscellaneous Local Revenue	\$300.00	\$48.38	\$251.62	16.13%
02110 - County Fines & License Fees	\$30,000.00	\$17,025.94	\$12,974.06	56.75%
03110 - State Aid	\$112,224.00	\$100,998.00	\$11,226.00	90.00%
03120 - Special Education - School Age	\$575,000.00	\$459,019.00	\$115,981.00	79.83%
03125 - SPED Transportation - School Age	\$2,000.00	\$192.00	\$1,808.00	9.60%
03130 - Homestead Exemption	\$0.00	\$50,255.55	(\$50,255.55)	
03131 - Property Tax Credit	\$0.00	\$741,225.60	(\$741,225.60)	
03180 - Pro-Rate Motor Vehicle	\$0.00	\$15,799.48	(\$15,799.48)	
03400 - State Apportionment	\$92,300.00	\$106,852.51	(\$14,552.51)	115.77%
03535 - High Ability Learners Payments	\$7,750.00	\$7,822.00	(\$72.00)	100.93%
04421 - IDEA Part B (611) ARP	\$0.00	\$12,459.00	(\$12,459.00)	
04422 - IDEA Preschool (619) ARP	\$0.00	\$786.00	(\$786.00)	
04423 - IDEA Part B Non-Public ARP	\$0.00	\$686.00	(\$686.00)	
04505 - "ESSA Title I, Part A"	\$113,645.00	\$74,913.00	\$38,732.00	65.92%
04509 - "ESSA Title II, Part A"	\$23,048.00	\$23,048.00	\$0.00	100.00%
04516 - IDEA Preschool Base (619)	\$3,139.00	\$2,274.00	\$865.00	72.44%
04518 - IDEA Part B (611) Base & E-P Allocation	\$169,614.00	\$18,355.00	\$151,259.00	10.82%
04521 - IDEA Non-Public	\$3,262.00	\$3,308.00	(\$46.00)	101.41%
04525 - Carl Perkins Grant	\$2,000.00	\$458.00	\$1,542.00	22.90%
04530 - Other Federal Receipts - Categorical	\$0.00	\$91,100.00	(\$91,100.00)	
04708 - Medicaid in Public Schools (MIPS)	\$15,000.00	\$22,947.19	(\$7,947.19)	152.98%
04709 - Medicaid Administrative Activities (MAAPS)	\$15,000.00	\$12,705.97	\$2,294.03	84.71%
04969 - Title IV, Part A SSAE Grant	\$0.00	\$10,000.00	(\$10,000.00)	
04998 - ESSER III	\$159,590.00	\$78,808.00	\$80,782.00	49.38%
05300 - Sale of Property	\$10,000.00	\$3,336.00	\$6,664.00	33.36%
05301 - Insurance Adjustments	\$27,000.00	\$0.00	\$27,000.00	0.00%
05690 - Other Non-revenue Receipts	\$5,000.00	\$0.00	\$5,000.00	0.00%
<b>Total</b>	<b>\$10,982,180.74</b>	<b>\$7,854,712.26</b>	<b>\$3,127,468.48</b>	<b>71.52%</b>

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

05/01/2022 through 05/31/2022

## Bank Statement Reconciliation Summary

Statement Balance	\$ 341,431.45
- Outstanding checks	\$ 12,634.98
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 328,796.47
+ Investments	\$ 37,000.00
Book Balance	\$ 365,796.47

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/14/2022	3016	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 500.00
06/14/2022	3017	Ameritas Life Insurance Corp..	Vision Insurance	\$ 1,065.90
06/14/2022	3018	Blue Cross Blue Shield	Dental Insurance	\$ 703.58
06/14/2022	3018	Blue Cross Blue Shield	District Dental Insurance	\$ 252.79
06/14/2022	3018	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 2,432.62
06/14/2022	3018	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,409.50
06/14/2022	3018	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 11,361.42
06/14/2022	3018	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 1,783.98
06/14/2022	3018	Blue Cross Blue Shield	District Health Ins 2PT	\$ 28,722.40
06/14/2022	3018	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 11,753.44
06/14/2022	3018	Blue Cross Blue Shield	District Health Ins FAM	\$ 89,389.63
06/14/2022	3018	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,594.72
06/14/2022	3018	Blue Cross Blue Shield	District Health Ins SPD	\$ 10,149.44
06/14/2022	3018	Blue Cross Blue Shield	District Health Ins Split	\$ 1,918.22
06/14/2022	3018	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 616.74
06/14/2022	3018	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,322.27
06/14/2022	3018	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 250.70
06/14/2022	3019	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 975.00
06/14/2022	3020	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 250.80
06/14/2022	3020	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,294.66
06/14/2022	3020	Madison National Life Insurance Co., Inc.	Summer Life Ins.	\$ 238.13
06/14/2022	3020	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 499.06
06/14/2022	3021	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 4,374.72
06/14/2022	3022	Minden Public Schools	District Court	\$ 889.00
06/14/2022	3022	Minden Public Schools	F/b Medical Dental	\$ 3,470.89
06/14/2022	3022	Minden Public Schools	Increased Retirement Percent	\$ 12,905.16
06/14/2022	3022	Minden Public Schools	NE Retirement	\$ 87,565.12
06/14/2022	3022	Minden Public Schools	Summer Vision	\$ 370.76
06/14/2022	3023	Minden Public Schools.	Computer Lease Purchase	\$ 482.68
06/14/2022	3024	Mps Payroll	Federal Withholding	\$ 42,344.49
06/14/2022	3024	Mps Payroll	FICA	\$ 65,522.54
06/14/2022	3024	Mps Payroll	Medicare	\$ 15,323.92
06/14/2022	3025	Mps Payroll NE Income Tax	State Withholding - NE	\$ 18,823.02
06/14/2022	3026	New York Life	Ny Life Tsa	\$ 200.00
06/14/2022	3027	Amazon Capital Services, Inc.	HS English Books	\$ 16.99
06/14/2022	3027	Amazon Capital Services, Inc.	HS Math Supplies	\$ 65.99
06/14/2022	3027	Amazon Capital Services, Inc.	MS English Books	\$ 494.70
06/14/2022	3027	Amazon Capital Services, Inc.	Summer School Supplies	\$ 182.37
06/14/2022	3027	Amazon Capital Services, Inc.	Technology Supplies	\$ 227.08
06/14/2022	3028	Anderson Jewelry	Board Supplies	\$ 195.00
06/14/2022	3029	Apple Computer	HS English Supplies	\$ 179.00
06/14/2022	3030	Aurora Cooperative	Fuel, Fertilizer, & Chemical	\$ 3,074.54
06/14/2022	3031	Bill's Plumbing	MS (4th/5th) Bathroom Repair	\$ 97.79
06/14/2022	3032	Black Hills Energy	Utilities	\$ 2,282.96
06/14/2022	3033	Blick Art Materials	HS Art Supplies	\$ 327.12
06/14/2022	3033	Blick Art Materials	MS Art Supplies	\$ 401.65
06/14/2022	3034	Boys Town Press	EAST Guidance Supplies	\$ 131.60
06/14/2022	3035	Bryant Piano Service	Piano Tuning	\$ 123.50
06/14/2022	3036	Cardmember Service	Conference Lodging	\$ 177.56
06/14/2022	3036	Cardmember Service	HS Door Repair	\$ 109.00
06/14/2022	3036	Cardmember Service	HS Shop Supplies	\$ 118.24
06/14/2022	3036	Cardmember Service	HS Web/Cloud Based Software	\$ 5.00
06/14/2022	3037	Carter Electric	EAST Flag Pole Repair	\$ 90.00

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/14/2022	3038	CCS Presentation Systems	HS Technology Software	\$ 294.30
06/14/2022	3039	CDW-Government, Inc	Google Chrome Licenses	\$ 6,316.80
06/14/2022	3040	Century Link Long Distance	Telephone Services	\$ 5.57
06/14/2022	3041	CenturyLink - Regular Telephone	Telephone Service	\$ 454.31
06/14/2022	3042	City Of Minden	Utilities	\$ 17,506.65
06/14/2022	3043	Clearly Communications	Telephone Services	\$ 773.47
06/14/2022	3044	Coach Masters, Inc.	Coach Bus Repairs	\$ 942.01
06/14/2022	3045	Companion	HS Attendance Tracking Software	\$ 845.00
06/14/2022	3046	Cornerstone Electric	HS Electrical Repair	\$ 106.25
06/14/2022	3047	DAS State Accounting - Central Finance	Internet Service	\$ 326.34
06/14/2022	3048	Demco Media	East Library Supplies	\$ 312.54
06/14/2022	3049	Dollar General	East Custodial Supplies	\$ 23.50
06/14/2022	3050	Eakes Office Solutions	Custodial Supplies	\$ 540.26
06/14/2022	3050	Eakes Office Solutions	East Custodial Supplies	\$ 269.28
06/14/2022	3051	Educational Service Unit #10	PowerSchool Updates and Maintenance	\$ 18.75
06/14/2022	3052	Educational Service Unit #11	2nd Semester HAL Services & 3rd Qtr Inservice	\$ 4,286.00
06/14/2022	3052	Educational Service Unit #11	3rd Qtr SPED Billing & In-Service Training	\$ 7,341.68
06/14/2022	3053	Egan Supply Co.	Health Services Supplies	\$ 165.32
06/14/2022	3054	Engineered Controls, Inc.	Hs Electrical Repairs	\$ 4,500.00
06/14/2022	3055	Family Physical Therapy & Sports Center, P.C.	OT/PT/SLP Services	\$ 11,565.00
06/14/2022	3056	Follett School Solutions, Inc.	HS Library Management Software	\$ 991.35
06/14/2022	3057	Grizzly Industrial, Inc.	HS Wood Shop Supplies	\$ 30.55
06/14/2022	3058	Gumdrop Books	EAST Library Books	\$ 1,546.35
06/14/2022	3059	Hastings Tribune	Hastings Tribune Renewal	\$ 189.00
06/14/2022	3060	Hometown Leasing	Copier & Printer Lease #22795217	\$ 3,900.00
06/14/2022	3061	Jim's OK Tire Minden, LLC	Enclosed Trailer Repair	\$ 120.50
06/14/2022	3062	John Deere Financial	Grounds Equipment Repairs	\$ 24.89
06/14/2022	3062	John Deere Financial	John Deere Mower Repair	\$ 13.58
06/14/2022	3063	Jura, Michelle L	Mileage Reimbursement	\$ 60.42
06/14/2022	3064	K12 Management, Inc.	HS Academic Intervention Software	\$ 3,300.00
06/14/2022	3065	Kids Immersion, LLC	MS E-Books & Supplies	\$ 482.00
06/14/2022	3066	Landmark Implement Carquest	Bus 20P Repairs	\$ 6.07
06/14/2022	3066	Landmark Implement Carquest	Equipment Repairs	\$ 0.60
06/14/2022	3066	Landmark Implement Carquest	Powerwasher Repair	\$ 175.99
06/14/2022	3066	Landmark Implement Carquest	Transit Bus Repairs	\$ 139.22
06/14/2022	3066	Landmark Implement Carquest	Van 13V1 Repairs	\$ 30.70
06/14/2022	3067	Loveless Machine & Grinding	Saw Blade Sharpening	\$ 270.05
06/14/2022	3068	Mason's Market	2nd Grade Supplies	\$ 20.36
06/14/2022	3068	Mason's Market	AG Class Supplies	\$ 78.37
06/14/2022	3068	Mason's Market	EAST Life Skills Supplies	\$ 38.27
06/14/2022	3068	Mason's Market	FCS Supplies	\$ 293.42
06/14/2022	3068	Mason's Market	HS Life Skills Supplies	\$ 45.24
06/14/2022	3068	Mason's Market	Kindergarten Supplies	\$ 27.82
06/14/2022	3068	Mason's Market	MS Science Supplies	\$ 15.39
06/14/2022	3069	McGraw Hill School Education	HS Consumer Math Textbooks	\$ 508.44
06/14/2022	3069	McGraw Hill School Education	MS Corrective Reading Workbooks	\$ 1,908.02
06/14/2022	3069	McGraw Hill School Education	MS Math Textbooks	\$ 393.82
06/14/2022	3070	Medtox Laboratories	Driver Drug Testing	\$ 38.25
06/14/2022	3071	Menards	Custodial Supplies	\$ 157.27
06/14/2022	3072	Mid-Nebraska Digging, Inc.	Old HS Site Meter Pit	\$ 750.00
06/14/2022	3073	Mid-States Automation & Control, Inc.	EAST HVAC Repairs	\$ 5,823.04
06/14/2022	3073	Mid-States Automation & Control, Inc.	MS HVAC Repairs	\$ 720.00
06/14/2022	3074	Midwest Technology Products	HS Metals Supplies	\$ 50.36

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/14/2022	3075	Minden Chamber Of Commerce	Chamber Membership	\$ 300.00
06/14/2022	3076	Minden Courier	Board Notices	\$ 47.97
06/14/2022	3077	Minden Hardware	Repairs, Supplies & UPS Shipping	\$ 1,296.20
06/14/2022	3078	Minden Lumber & Concrete	EAST Roof Drain Repairs	\$ 25.98
06/14/2022	3078	Minden Lumber & Concrete	HS Roof Repairs	\$ 52.80
06/14/2022	3078	Minden Lumber & Concrete	MS Building Maintenance	\$ 13.99
06/14/2022	3079	Minden Office Supply	Supplies	\$ 22,891.37
06/14/2022	3080	Mosyle Corporation	iPad Management Software	\$ 3,949.00
06/14/2022	3081	Napa Auto Parts	Pressure Washer Repair	\$ 2.26
06/14/2022	3082	Nasco	Ag Class Supplies	\$ 360.64
06/14/2022	3082	Nasco	HS P.E. Supplies	\$ 213.90
06/14/2022	3083	NCSA	NCSA Membership Dues	\$ 335.00
06/14/2022	3084	One Source	Background Checks	\$ 23.00
06/14/2022	3085	Paper 101	Paper Supply	\$ 1,431.80
06/14/2022	3086	Perma-Bound	HS English Books	\$ 1,426.75
06/14/2022	3087	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 1,668.00
06/14/2022	3088	Plank Road Publishing	EAST Music Supplies	\$ 114.95
06/14/2022	3089	Pony Express Ford	Van 18V2 Repairs	\$ 595.66
06/14/2022	3090	Presto-X Company	Pest Control Services	\$ 175.14
06/14/2022	3091	Protex Central, Inc.	HS Fire Alarm Repair	\$ 412.00
06/14/2022	3092	REK Enterprises,	Chainsaw Chain Sharpening	\$ 8.00
06/14/2022	3092	REK Enterprises,	Grasshopper Mower Repair	\$ 128.00
06/14/2022	3093	Sargent Drilling Co.	Well Repair	\$ 10,093.78
06/14/2022	3094	School Health Corporation	Nursing Supplies	\$ 631.23
06/14/2022	3095	School Specialty, LLC	COOP Supply Order	\$ 135.19
06/14/2022	3096	Schumacher Fencing, LLC	FB Field Fence Repair	\$ 500.00
06/14/2022	3097	Scott McIntosh	Rent Deposit Return	\$ 675.00
06/14/2022	3098	Spracklin Chiropractic	Bus Driver Physical	\$ 90.00
06/14/2022	3099	The Home Depot Pro	Custodial Supplies	\$ 153.84
06/14/2022	3100	Tri-County Glass, Inc.	HS Trophy Case Glass	\$ 222.50
06/14/2022	3101	U.S. Post Office	Post Office Box Fee	\$ 160.00
06/14/2022	3102	Verizon Wireless	Wireless Hotspot Data Plan	\$ 160.04
06/14/2022	3103	Village Uniform	East Mop & Mat Service	\$ 132.54
06/14/2022	3103	Village Uniform	MS Mop & Mat Service	\$ 316.22
06/14/2022	3104	Ward's Science	HS Science Supplies	\$ 385.78
06/14/2022	3105	Widdifield, James T	May Reimbursement	\$ 373.86
06/14/2022	3106	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
06/14/2022	3107	Wright Express Fleet Services	Fuel	\$ 1,845.30
06/14/2022	3108	Yanda's Music	Band Supplies	\$ 1,628.00
06/14/2022	3109	Zaner-Bloser, Inc.	3rd Grade Supplies	\$ 850.20
06/14/2022	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 33.55
06/14/2022	EFT	Minden Exchange Bank - EFT	Safe Deposit Box Rent	\$ 25.00
<b>Subtotal</b>				<b>\$ 565,736.20</b>
<b>Net Payroll - June 2022</b>				<b>\$ 369,949.11</b>
<b>Total General Fund Disbursements - June 2022</b>				<b>\$ 935,685.31</b>

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
------	-----------------	-------	--------	--------

---

Secretary	Kevin Raun
-----------	------------

---

## Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	5/9/2022	US Foods	Commodities	\$ 3,037.71
5775	5/9/2022	LinPepCo Partnership	Beverages	\$ 101.15
5776	5/9/2022	Dollar General	Lunch Room Supplies	\$ 11.20
5777	5/9/2022	Cash-wa Distributing Co.	Commodities	\$ 21,487.52
5778	5/9/2022	Hiland Dairy	Milk Products	\$ 6,782.73
5780	5/9/2022	Minden Office Supply	Lunch Room Supplies	\$ 34.65
5781	5/9/2022	Minden Hardware	Lunch Room Supplies	\$ 37.95
5782	5/9/2022	Cardmember Service	Food Service Training	\$ 194.25
5784	5/9/2022	Nebraska School Nutrition Association	Food Service Conference	\$ 150.00
324	6/14/2022	Ameritas Life Insurance Corp..	Liability Payment	\$ 33.58
325	6/14/2022	Blue Cross Blue Shield	Liability Payment	\$ 4,189.65
326	6/14/2022	Madison National Life Insurance Co., Inc.	EE FEBA Life Insurance Premiums	\$ 7.70
326	6/14/2022	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 41.47
326	6/14/2022	Madison National Life Insurance Co., Inc.	EE Summer Life Insurance Premiums	\$ 24.79
326	6/14/2022	Madison National Life Insurance Co., Inc.	Long Term Disability	\$ 13.81
327	6/14/2022	Minden Exchange Bank & Trust Co.	EE & ER HSA Contributions	\$ 81.83
328	6/14/2022	Minden Public Schools	EE & ER Retirement Contributions	\$ 1,692.23
328	6/14/2022	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 166.67
328	6/14/2022	Minden Public Schools	EE Summer Vision Insurance Premiums	\$ 49.24
329	6/14/2022	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 1,775.16
330	6/14/2022	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 220.18
<b>Subtotal</b>				<b>\$ 40,133.47</b>
<b>Net Payroll - June 2022</b>				<b>\$ 6,771.02</b>
<b>Total Lunch Fund Disbursements</b>				<b>\$ 46,904.49</b>

## Bond Fund Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	6/14/2022	BOK Financial Corporation	2020 Series Bond Interest Payment	\$ 138,675.00
EFT	6/14/2022	BOK Financial Corporation	2020 Series Semi-Annual Bond Paying Agent Fee	\$ 200.00
EFT	6/14/2022	BOK Financial Corporation	2021 Series Bond Interest Payment	\$ 17,806.25
EFT	6/14/2022	BOK Financial Corporation	2021 Series Semi-Annual Bond Paying Agent Fee	\$ 200.00
EFT	6/14/2022	BOK Financial Corporation	2022 Series Bond Interest Payment	\$ 11,463.22
EFT	6/14/2022	BOK Financial Corporation	2022 Series Semi-Annual Bond Paying Agent Fee	\$ 200.00
<b>Total Bond Fund Disbursements - June 2022</b>				<b>\$ 168,544.47</b>

## Building Fund Liabilities

Check Number	Date	Payee	Reason	Amount
595	6/14/2022	Specified Design Consultants, Inc.	HS HVAC Water Treatment Equipment	\$ 31,185.00
595	6/14/2022	Specified Design Consultants, Inc.	MS Domestic Water Treatment System	\$ 17,045.00
<b>Total Building Fund Disbursements - June 2022</b>				<b>\$ 48,230.00</b>

# Minden High School

## June 2022

### Board of Education Report



*“The journey doesn’t start at the beginning, it begins at the end.”*

As educators, we look forward to summer break just as much as the students do. We reflect on the year, make notes about what we want to do differently and the things that were enjoyed by all. It marks a space in time, that - even for teachers - that we have successfully completed another year. But at the end of the year, we are given time to reset. A good week of much needed mental health days helps. Then, when the world feels a bit better to us, we begin again - leaving some things in 2022 and planning the new for 2023. Teachers may have brilliant ideas for new lesson plans, the office starts setting dates for progress reports and report cards, and the counseling office starts piecing together each student's schedules.

A time to begin the journey anew in educating life. I implore you to be open to something different to try, take the road less traveled, and start preparing for the greatness to come from 2023. (Remember to take those mental health days too!!)

Our ending of 2022 and beginning of 2023:

#### **Blood Drive:**

Congratulations to Payton Weeder, she will be awarded the Hope Begins With You Scholarship for all her hard work hosting our school and community blood drives this year. During this school year, Minden High School collected 254 units of blood, resulting in a \$2500 scholarship!

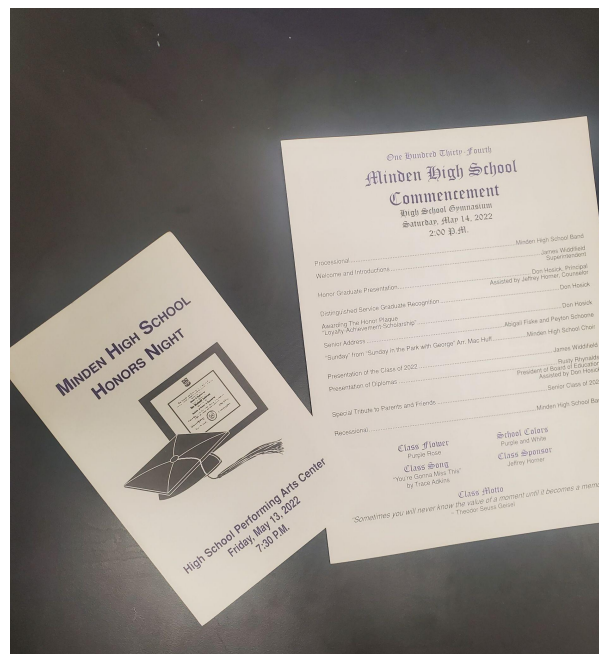


## Lifters of the Year:

These students showed impressive improvement in the weight room during the school year and were named Lifters of the Year. Pictured in order: Seniors Gage Fries and Carrin Gramke, Juniors Caden Bradley and Priscila Madriz, Sophomores Austin Lutkemeier and Gracie Fries, Freshman Orrin Kuehn and Makenna Starkey



**Graduation Ceremony:** Minden High School Class of 2022 graduated 65 students. Honors Night was full of recognition of scholarships earned. We are thankful for the generosity of our local scholarships! The Marine's gave special congratulations to Lucas Beitler and Zach Smith on their graduation and welcomed them into the Marine family. Lucas left for basic training the day after graduation and Zach will be leaving for basic at the end of the summer. The Graduation Ceremony was held on Saturday, May 14th. A big thank you to Jayne Hoban, Mr. Horner, Mr. Hosick, Mr. Widdifield, and to all those who helped set up the gym.



**Boys Golf:** The MHS boys golf team had a very successful year. A third place finish at District's opened their way to State Competition in Scottsbluff.

CLASS B BOYS STATE GOLF TOURNAMENT  
SCOTTSBLUFF COUNTRY CLUB

Tuesday Tee Times

Hole #1  
Jamey @ 9:30

Hole #10  
Nolan @ 9:10  
Brycen @ 9:50  
Evan @ 10:00  
Seth @ 10:10



**GOOD LUCK, WHIPPETS!**

### **Boys and Girls Track:**

Congratulations to these Whippet athletes and their coaches for qualifying for State Track next Wednesday and Thursday at Omaha Burke High School! Makenna Starkey - High Jump Kinsie Land - High Jump Mattie Kamery - 100m Hurdles, 300m Hurdles Jessie Hurt - 1600m, 3200m Gage Fries - 110m Hurdles, 300m Hurdles, 4x400m Relay Konner Verbeck - 400m, 4x400m Relay, 4x800m Relay Carter Harsin - 1600m, 4x800m Relay Orrin Kuehn - 4x400m Relay Tanner Gibb - 4x400m Relay Alex Boudreau - 4x800m Relay Landon Mellman - 4x800m Relay

At state, Makenna Starkey placed 9th in the high jump with a height of 5'3, Carter Harsin placed 12th and Jessie Hurt 11th in the 1600 run, the mile relay team placed 8th, and Gage Fries placed 4th in the 300 hurdles.



## **ARTIST OF THE MONTH:**

Congratulations to Charlee Graf, the May Artist of the Month! Charlee is a talented artist and goes above and beyond on each piece of artwork she creates!



## **SPRING TESTING 2022**

In the spring of 2022, the sophomores completed the Pre-ACT as part of our state assessments. The Pre-ACT is a great tool for students to get a feel for the rigors of a timed standardized test. The test also includes an interest inventory for students to receive valuable feedback on possible career choices. The test results were shared with the sophomores this spring. The report includes a score breakdown by subject, college readiness in core subject areas, a career assessment component, and finally a predicted score range for the student's future ACT score. Students can use this data to better prepare for the ACT they will complete a year later. Minden purchases a yearly subscription to John Baylor's Onto College ACT Test Prep website for students to use to hone their skills in the four different ACT subtests.

The junior class completed the ACT test this spring. This test is not only used for state reporting, but students can then use the scores when they apply to colleges or scholarships for both admission and renewable academic aid. Much like the Pre-ACT, the score report not only gives them the composite score, but it also breaks the score down into subject areas and college readiness benchmarks. In addition, the report gives further feedback on the student's career interest. The average cumulative score was 17.85. Students have the opportunity to retake the ACT on a national testing Saturday either this summer or during the next school year.



**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

**JUNE 2022 BOARD MEETING  
 ACTIVITY DIRECTOR REPORT**

The Southwest Conference awards a SWC Cup to the girls and boys teams that earn the most points within the conference in golf, cross country, volleyball, one act, basketball, speech, quiz bowl, and track. Points are kept separate for girls and boys throughout the school year depending on how you placed in each sport/activity within the SWC. Points are 10-1st, 8-2nd, 6-3rd, 5-4th, 4-5th, 3-6th, 2-7th, 1-8th. This year our girls placed 2nd with 51 pts. just behind Broken Bow (57). Our boys tied for 3rd with 53 pts. behind Broken Bow (57), McCook (55) and tied Ogallala. Both our girls and boys teams earned more points this year than last year! The cup has been awarded since 2010. Our girls teams have won the cup 4 times (2010, 2011, 2012, 2013). It was a very good year for both our girls and boys teams as well as our speech, one act, and quiz bowl teams.

	Ainsworth	Broken Bow	Cozad	Gothenburg	Minden	McCook	Ogallala	Valentine
Girls Golf	1	10	5	3	6	2	4	8
Girls CC	5	8	4	3	10	6	2	0
Volleyball	4	10	2	8	5	3	6	1
One Act	2	4	5	6	8	3	10	0
Basketball	5	10	2	6	8	4	3	1
Speech	4	5	3	8	6	2	10	1
Quiz Bowl	5	4	6	8	3	10	1	2
Track	2	6	1	3	5	10	8	4
Total	28	57	28	45	51	40	44	17
	Ainsworth	Broken Bow	Cozad	Gothenburg	Minden	McCook	Ogallala	Valentine
Boys CC	4	10	2	6	8	5	3	1
Football	2	10	5.5	4	5.5	3	8	1
One Act	2	4	5	6	8	3	10	0
Wrestling	1	8	6	2	5	3	4	10
Basketball	5.5	3	3	3	5.5	9	9	1
Speech	4	5	3	8	6	2	10	1
Quiz Bowl	5	4	6	8	3	10	1	2
Track	6	8	3	5	4	10	2	1
Boys Golf	1	5	4	3	8	10	6	2
Total	30.5	57	37.5	45	53	55	53	19

Jayne just finished tallying student participation at MPS. The data shows that we had 40-three sport athletes this year from our 9th-11th grade classes as well as 28 students who participated in three activities, and 68 students who participated in a combination of either two sports and one activity or one sport and two activities. The number of multi-sport/activity participants this year was higher than any of the past four years!

June 1st is the date that volleyball, cross country, golf, and softball have been allowed to start sport specific training. Teams will start training at this point this summer preparing for the 2022-2023 school year. Morning weights and conditioning will start June 6th for our student athletes. The girls will do their workouts on Monday-Wednesday-Friday mornings starting at 6 am and finish in the weight room at 7 am. The boys will be doing their workouts Monday-Friday with the goal of 4 workouts per week. Boys workouts will start at 7 am and run until around 8:30 am.

Each group will be asked to disinfect the weight room when their workout finishes to do our best in preventing the spread of germs. Summer workouts are an exciting time for our athletes and their teams as they start moving forward building skills as well as developing leadership skills for the upcoming season. This is a critical time for players to have goals for improving themselves through skill work, building their bodies in the weight room, and improving their agility/mobility.

I am very proud of our coaches for their dedication to our students both in the classroom and within their sport/activity that they sponsor. High expectations are essential for maximum growth both for adults and for our students. Our coaches spend a very high number of hours preparing, teaching, coaching, mentoring, setting up, tearing down, etc for their students. I feel all our teams and groups competed well this year and showed improvement from last school year. There is always room for improvement as each coach/sponsor will spend time during the off season to make improvements for the upcoming season.

Preparation is being made for next year's activities including the calendar, schedules, finishing contracts for contests and officials, completing NSAA forms, and organizing for the 2022-2023 school year.

This summer will be very busy inside and outside our facilities with camps and team activities. I always look forward to seeing the upcoming teams work together and come together as a team for the upcoming season. I expect this summer to be a great opportunity for all of our athletes and coaches to spend time building their team for the 2022-2023 school year!

This fall you will see that the sport/activity championship boards in the high school gym have been updated. I needed to add a board but couldn't find a company that made felt banners anymore. To make the banners all match I replaced all the NSAA banners as well as FBLA and FCCLA. They will be mounted in the gym this summer.

Jason Strong will be keeping office hours midway through June and will work to transition into the AD/AP role for the upcoming school year. I have enjoyed working with him and getting to know him better and believe Jason will be a great addition to our staff and community as well as adding his family!

I want to thank Minden Public School, Mr. Widdifield, Don Hosick, Sandy Pohl, Chelsey Jensen, the Board of Education, MPS staff, and the community of Minden for the opportunity to work for Minden Public School and for the support for the past 28 years. Mr. Widdifield and I moved into our current positions the same year and learned and grew together on the job. I am very thankful for his support and allowing me to grow in this position. I will always be a Whippet and a supporter in any way possible moving forward.



**Minden Public Schools**  
**C.L. Jones Middle School**  
**June 2022**  
**Report to the Board of Education**  
**Mrs. Chelsey Jensen, Administrator**

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

**Summer School-**

The Summer Enrichment Program at C.L. Jones Middle School started on June 1, 2022. The enrichment program runs June 1-30th from 8:30 am -11:30 am Monday through Thursday. This is a free, four week middle school reading and mathematics summer enrichment learning program for any student who is currently in grades 4-8 at CLJMS. We are excited to have 19 participants and are already off to a great start! We plan to make a trip to Chautauqua Park on June 8th to watch the Crane River Theater company practice their performance of High School Musical. The students have been working hard and we've enjoyed getting to work with them this summer!

**Summer Breakfast-**

A big thank you to Shelia Sanford and the cafeteria crew (Brynn Gustafson, Marissa Schamle, Cammie Cole, Leandra Gonzalez) for providing nutritious, free breakfast for our Summer Enrichment program. This is a great benefit for our students this summer!

**2022- 2023 Middle School Student Handbook**

Once approved, the updated middle school handbook will be available on the school website on July 15, 2022.

Some proposed changes are highlighted below:

- School announcements are read each morning by the first period class teacher. The announcements are posted in the media center, cafeteria, above drinking fountains, and on the school website
- The middle school schedule utilizes an odd day/ even day rotation. This system is based on the date being an odd or even number. This is in place of the traditional A- B day rotation.
- 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.
- After eating, students are to go to the designated play area or to a room which is supervised by a teacher. Students will not be allowed to go to lockers, the media center, or be in the hallways without adult permission.
- Each student in grades 5-6 is given an iPad to use throughout the school day. Students in grades 7-8 will be given a Chromebook. When school is in session, a student's school issued device is available to him/her from 7:00AM-4:30 PM, Monday through Thursday, and from 7:00AM to 3:00 PM on Friday. Students in grades 6-8 may take their school issued device home. The Student Device Damage Protection Plan is encouraged for all students in grades 5-8. Students in grades 5-8 will utilize the same device for a four year period. The Student Device Damage Protection Plan will be an annual charge of \$25.
- If a student or parent/guardian has a concern about a specific class or student performance in the class, the student or parent/ guardian should first communicate with the course instructor about the concern. The building principal may be contacted if communication between the parent/ guardian and staff member has not been successful.

- Academic progress reports will be updated and shared electronically. Report cards will be sent home with students at the end of each quarter.
- Anti- Bullying Policy- One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff. Minden High School administration will not knowingly allow bullying or harassment of any kind. The administration will do everything possible to create and maintain a safe environment for all students. We highly encourage students and parents to contact the High School principals and/or guidance counselor immediately if there are signs of harassment or bullying at the High School so those matters can be addressed immediately.
- Title IX Discrimination- Please refer to board policy 1210- Minden Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972- Prohibiting Sex Discrimination in Education.

### **New 7th & 8th Grade Course- Spanish**

We are very excited to offer two additional courses to our 7th and 8th grade students; Introduction to Spanish 7 and Introduction to Spanish 8. These courses will be required quarter classes for 7th and 8th graders. This will be a great opportunity for our middle school students to explore a foreign language and preview what Spanish courses will be offered in high school.

### **New Staff at C.L. Jones Middle School for 2022-2023 School Year**

Please welcome our new staff to the C.L. Jones Middle School family. We are pleased to have Heather True- 4th Grade, Rebecca McDowell- 5th grade, Meghan Gifford (Gray)- 7th Grade Language Arts, Taylor Shelton- 6th & 7th Grade Science.

### **Electronic Devices for MS Students**

Fourth through sixth graders will continue to utilize ipads for the 2022-2023 school year. New for the 2022-2023 school year, seventh and eighth graders will utilize touchscreen chromebooks.

**Minden Public Schools**  
**East Elementary/Minden Public Preschool**  
**June 2022 Report to the Board of Education**  
**Mrs. Sandy Pohl, Administrator**

---

**Summer Enrichment**

Our first session of summer enrichment at East is well on its way with forty-five students currently registered. The next session of second and third graders has twenty-five students registered. Not only do the kids get to practice their academic skills, but they each get to eat breakfast at the school as well.

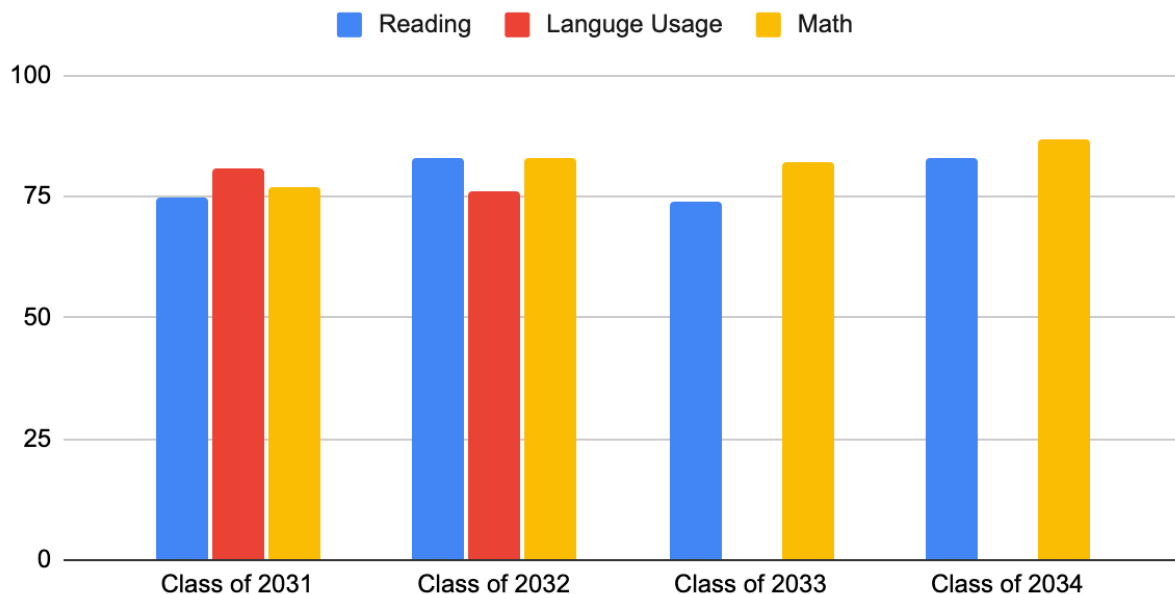
**Integrity Awards**

One of our highlights of the last day of school is our all school sing and awards ceremony. Of all the reasons to celebrate our positives and successes throughout the school year, one of our favorite awards is the integrity award. Students define integrity as “doing what’s right even out of sight”. This school year seventeen children were recognized for their high level of integrity.

**Spring Academic Data**

The following chart shows the percentage of students in each grade level meeting the grade level benchmark in reading, math, and language usage.

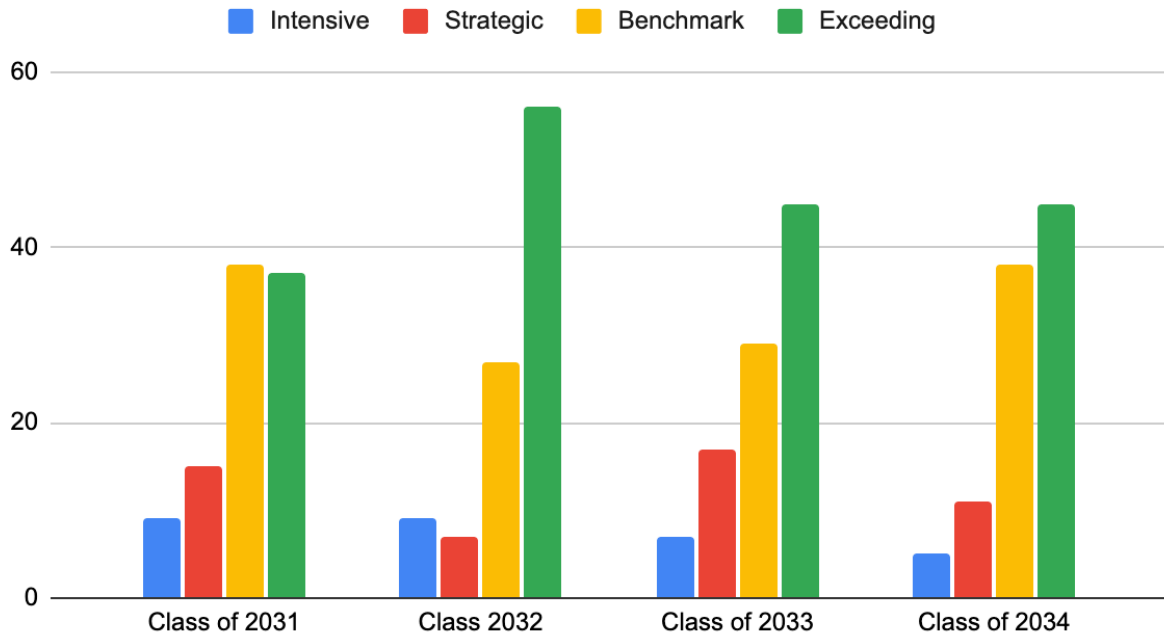
21-22: Percent of students meeting grade level benchmark on MAP



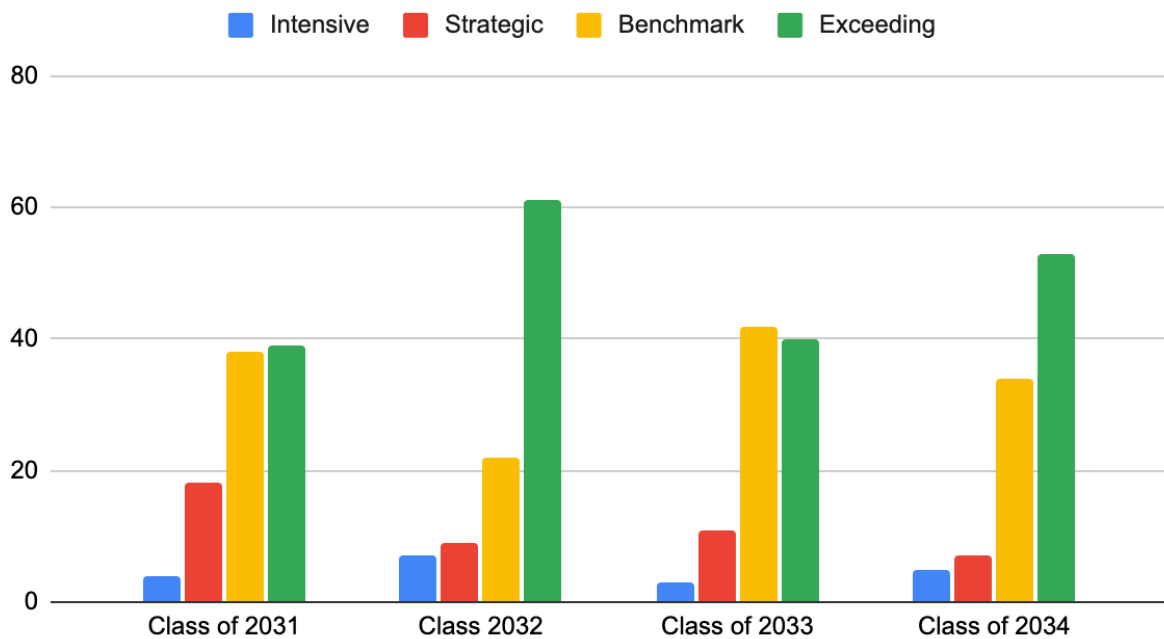
Based on student MAP results, students can score in quartiles. The 0-20th percentile quartile is considered to be intensive and may require interventions in order to support their growth. The 20th-50th percentile quartile is considered to be strategic and may need to be supported with an intervention such as Title. The 50th-75th percentile quartile is considered to be the grade level

benchmark proficiency. The 75th percentile quartile and above is considered to be exceeding the benchmark. The following charts show the percentage of students scoring at each quartile in the areas of reading and math.

### 21-22: Reading-Percentage of students in each quartile



### 21-22: Math-Percentage of students in each quartile



**Updates to Parent/Student Handbook:**

- \*Details of breakfast and lunch expanded upon
- \*Abuse and Neglect section referred to Board policy #5402
- \*Volunteer information now includes the requirement of background check and public health concern reflection
- \*Contact information and Board policy was added to transportation section

**Staff Handbook:**

- \*Standards of performance added
- \*Reference to all personnel policies series 4000

**Preschool Handbook:**

- \*MPS mission statement added
- \*Philosophy updated according to the Office of Early Childhood Early Learning Guidelines
- \*Early Learning Guidelines Birth to Five Standards added
- \*Updated contact information to reflect current phone number
- \*Transportation location pick up and drop off changed to one location
- \*Snack sign up sheet omitted

**Superintendent Report**

Meeting: June Board Meeting

Date: 6/13/22

Mr. Widdifield

=====

**Topics:**

Certified/Classified Handbook Updates: We have a few updates to both of these handbooks. It is potential update to policies that will have the first readings this month. The admin and I have been trying to link all of our handbooks to current and updated policies. The admin has also looked at each building's handbooks to maintain consistency in policies. Handbooks will be similar but not exact due to different requirements at each grade level.

Projects: Rutts will be working on our cooler/freezer project. They are also helping us out with the wind damage on the roof of all buildings. Concrete projects will be starting soon. We will need to have some discussion with the floor at East.

Transportation: We have a bus and transit van that has not been purchased due to several manufacturing issues. These items might need to be placed on the 22-23 budget. Our budget retreat could be a little earlier than last year.

Summer School: We have some impressive changes to our summer school program. We have an amazing group of students in the building, and we are getting kids caught up in multiple subject areas. The admin and teachers have done a great job setting these kids up for success.

Thank You: The maintenance and custodial staff have worked hard to stay ahead of projects. I believe we have a good start to the summer. Having our custodial staff work together has been a significant benefit to all. We still have several things to get done.

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator is:

**TITLE IX COORDINATOR CONTACT INFORMATION**

James Widdifield  
543 West 5<sup>th</sup> Street  
Minden, NE 68959  
308-832-2440

[james.widdifield@mindenwhippets.org](mailto:james.widdifield@mindenwhippets.org)

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive

information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.

#### **B. Formal Complaint Process**

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint 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 Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the

Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (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.
- iv. A review of the evidence using a "preponderance of the evidence" standard. To meet the "preponderance of the evidence" standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the “Draft Investigative Report.” The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties’ Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator’s summary of the parties’ interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties’ responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties’ relevant questions. The Title IX Coordinator will provide each party, and the Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker has received the answers to relevant questions submitted by the parties, the Decision-Maker shall consider the answers and the Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person’s status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient’s code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a

determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and

- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

### C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

**D. Informal Resolution**

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

**E. Record Keeping**

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 for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: [Insert Date]

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:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

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 (2) 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 (3) 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 (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) 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.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

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]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$118,000), as adjusted from time to time by Section 81-3445 or other applicable law.
  
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

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

**Section 1 Drug-Free Workplace**

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

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

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

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

### **Section 2 Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707  
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: [Insert Date]

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

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

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

Superintendent of Schools  
Minden Public Schools Administration

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

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

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

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

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

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

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

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
  - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
    - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

### 3. **Random testing.**

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

### 4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
  - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
  - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

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

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

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

6. **Follow-up testing.**

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

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

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

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

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

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

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

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

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

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

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

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

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

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

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

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

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent, or Superintendent's designee, shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

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, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances

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. 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 implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify

parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations.

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. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### **6. 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 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### **7. 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. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. 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 ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

### **8. Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

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

### **9. Disciplinary Removal of Children with Disabilities**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

### **10. Evaluation, Identification, and Reevaluation Procedures**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, 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, guardian, or appointed surrogate 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, guardian, or appointed surrogate 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

#### **11. Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

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

#### **12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

#### **13. 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, guardians, or appointed surrogates 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

#### **14. 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

#### **15. 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

#### **16. 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

#### **17. 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

#### **18. 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

#### **19. 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)

#### **20. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is

transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

**21. Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

**22. 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

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]

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection on the District's website and at the office of the Superintendent of Schools of the Minden School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

<b>Legal Reference:</b>	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
-------------------------	--

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

<b>Legal Reference:</b>	Sec. 84-1412 (7)
-------------------------	------------------

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

<b>Legal Reference:</b>	Sec. 84-1412 (1)
-------------------------	------------------

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

<b>Legal Reference:</b>	Sec. 84-1412 (8)
-------------------------	------------------

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

Legal Reference:       Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577  
                              Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption:     [Insert Date]

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137  
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 11, 2009  
Date Reaffirmed: May 10, 2021

InstructionParental/Community Involvement in Schools

Kearney County School District 0503, a/k/a Minden Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

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

StudentsStudent Fees Policy

The Board of Education of Minden Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## **CERTIFICATION**

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

---

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. Sections 79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. Sections 79-241, 79-605, and 79-611 (transportation)  
Neb. Rev. Stat. Sec. 79-2104 (student files or records)  
Neb. Rev. Stat. Sec. 79-715 (eye-protective devices)  
Neb. Rev. Stat. Sec. 79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. Sec. 79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. Sections 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date Reaffirmed: May 11, 2020

Date Reaffirmed: May 10, 2021

**Appendix "1" to Student Fees Policy of  
Minden Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes, and special projects or events	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Band students using school owned instruments will pay for any repairs and yearly summer cleaning. Summer cleaning not to exceed \$100.00.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Prices are determined by the school board and are based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$45
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class. Drivers education class: \$400.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Field Trips	Transportation and admission costs of field trips	None – costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

Technology and digital devices	Damage fee or replacement cost.	If lost or damaged, a replacement fee will be assessed at a rate paid by the school.	
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	No additional
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	

7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students, a \$40.00 uniform cleaning fee may be requested. Middle School Band Students are to clean their own uniforms. For High School Vocal students a \$20.00 choir robe cleaning fee may be requested.
<b>Clubs/Organizations</b>		
School Sponsored Organizations	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Show Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$300.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$300.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$700.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$40.00 per event

3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$100.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Date Reaffirmed: May 10, 2021

MOTION

MOTION by \_\_\_\_\_ that the Board of Education of this School District should and does hereby approve the selection of Cannon Moss Brygger & Associates, P.C., a/k/a CMBA Architects as architect for purposes of master planning and pre-financing needs analysis, cost estimating and facility programming, along with potential design, cost estimating and construction administration for a potential new PK-3 school facility, renovations to the existing middle school, and expansion of the high school parking lot, and further hereby approves an architect agreement with the above-named architect, in the in the form on file with official School District records and as presented at this meeting or with such changes as are deemed necessary and in the best interest of the School District and approved by the board president or superintendent of schools, and further hereby authorizes, directs, and delegates to the board president, superintendent of schools, or designee of either, to sign, execute and deliver the architect agreement, any documents called for in the architect agreement, any amendments to such architect agreement, to pay the architect fees and reimbursable expenses, and to take all other action necessary to carry such architect agreement into effect.

Board member \_\_\_\_\_ seconded the MOTION. After discussion and on roll call vote, the following Board members voted in favor of passage and adoption of the above Motion:

\_\_\_\_\_.

The following Board members voted against the same: \_\_\_\_\_.

The following Board members were absent or not voting: \_\_\_\_\_.

The above Motion having been consented to by a majority of the members of the School Board of this School District, were declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law.

DATED this 13th day of June, 2022.

KEARNEY COUNTY SCHOOL DISTRICT 50-0503, A/K/A MINDEN PUBLIC SCHOOLS

BY: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary