

Minden Public Schools  
Board of Education  
Board of Education Regular Meeting  
Minden High School Media Center  
543 West 5th  
Minden, NE 68959-0301  
Monday, July 11, 2022 7:00 PM

1. Call to Order
  - 1.a. Open Meetings Act is Posted
  - 1.b. Mission Statement
  - 1.c. Roll Call
  - 1.d. Pledge of Allegiance
2. Public Comment
3. Consent Agenda
  - 3.a. Consider Minutes from June 13 Meeting
  - 3.b. Consider Financial Reports
  - 3.c. Consider Expenditures and Claims for Payment
4. Reports
  - 4.a. Board Committees
  - 4.b. Principals
  - 4.c. Superintendent
5. Policy Review and Updates
6. Action Items
  - 6.a. Consider, Discuss, and Take Action on 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
  - 6.b. Consider, Discuss, and Take Action on 2022-23 Preschool, East Elementary, Middle School, High School, and Staff Handbooks
  - 6.c. Consider, Discuss, and Take Action on Authorization for the 2022-23 School Food Service Program
  - 6.d. Consider, Discuss, and Take All Necessary Action with regard to selecting the Construction Management at Risk method of construction delivery for a potential multiple school facilities project under the Political Subdivisions Construction Alternatives Act
  - 6.e. Consider, Discuss, and Take All Necessary Action with regard to adopting the Construction Management at Risk selection criteria and the evaluation point values for a potential multiple school facilities project

- 6.f. Consider, Discuss, and Take All Necessary Action with regard to appointing members to the Construction Management at Risk selection committee for a potential multiple school facilities project
7. Next Meeting
8. Adjournment per Board President Action at 7:38 pm

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
June 13, 2022**

The agenda for the June 13, 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.

At 7:00 pm, the Board heard support, opposition, criticism and/or suggestions for the reaffirmation of Policy 5416 Student Fees, 6400 Parental Involvement, and 5415 Anti-Bullying. At 7:05 pm, the hearing was closed.

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

Motion by Glanzer and second by Krull to approve the consent agenda consisting of minutes from the May 9 meeting, financial reports, and claims for payment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

The board reviewed the 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.

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

Motion by Craig and second by Raun to authorize James Widdifield as the representative of Minden Public Schools to sign claims and forms for all federal programs for the 2022-23 school year. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

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

Motion by Craig and second by Glanzer to set meal prices for the 2022-23 school year as: Breakfast K-12 \$1.10; East Elementary lunch \$2.65; and Middle/High School Lunch \$2.85. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

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

At 7:48 pm, meeting adjourned per Board President action.

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Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
June 30, 2022

SCHOOL BALANCE - May 31, 2022			\$371,040.95
Current Months Receipts			\$1,012,073.87
Transfers from Investments			\$0.00
Total Beginning Balance and Receipts			\$1,383,114.82
Less: Disbursements			\$935,685.31
Transfer to Investments			\$200,000.00
Total Disbursements			\$1,135,685.31
SCHOOL BALANCE - June 30, 2022			\$247,429.51
BALANCE PER BANK STATEMENT - June 30, 2022			\$247,996.04
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$566.53
RECONCILED BANK BALANCE - June 30, 2022			\$247,429.51
(Balance - June 30, 2021 = \$371,007.45)			
GENERAL FUND INVESTMENTS			\$3,864,136.48
Money Market Minden Exchange	\$2,577,413.04	0.45% demand	
Money Market First Bank	\$1,286,723.44	0.12% demand	
(Balance June 30, 2021 = \$3,746,282.77)			
DEPRECIATION FUND INVESTED			\$64,245.40
Money Market Minden Exchange Bank	\$17,259.51	0.45% demand	
Money Market First Bank	\$46,980.70	0.08% demand	
NE Liquid Asset Fund - Depreciation Fund	\$0.00	0.40% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance June 30, 2021 = \$696,223.46)			
BUILDING FUND			\$878,788.23
Money Market Minden Exchange Bank	\$705,500.93	0.45% demand	
Money Market First Bank	\$159,056.02	0.12% demand	
NE Liquid Asset Fund - Building Fund	\$14,226.78	0.75% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance June 30, 2021 = \$714,220.64)			
BOND FUND			\$1,694,260.21
Money Market Minden Exchange Bank	\$1,691,857.11	0.45% demand	
NE Liquid Asset Fund - Bond Fund	\$2,403.10	0.75% demand	
(Balance June 30, 2021 = \$1,580,199.85)			
LUNCH FUND			\$201,602.85
Money Market First Bank	\$78,934.16	0.10% demand	
Checking First Bank	\$122,668.69		
(Balance June 30, 2021 = \$135,215.94)			
FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$6,900,000.00	Plus 250M FDIC	
First Bank	\$2,065,000.00	Plus 250M FDIC	

Scott W. Johnson, Treasurer

MINDEN PUBLIC SCHOOLS  
 TREASURER'S REPORT SUPPLEMENT  
 ACCOUNT RECONCILIATIONS  
 June 30, 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	\$371,040.95	\$1,012,073.87	(\$200,000.00)	\$935,685.31	\$247,429.51	\$371,004.45
MEB	601096	\$2,376,489.68	\$923.36	\$200,000.00	\$0.00	\$2,577,413.04	\$2,461,102.39
FB&T	801472	\$1,286,596.54	\$126.90	\$0.00	\$0.00	\$1,286,723.44	\$1,285,180.38
	<b>Subtotal</b>	<b>\$4,034,127.17</b>	<b>\$1,013,124.13</b>	<b>\$0.00</b>	<b>\$935,685.31</b>	<b>\$4,111,565.99</b>	<b>\$4,117,287.22</b>
<b>Depreciation Fund</b>							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$17,253.13	\$6.38	\$0.00	\$0.00	\$17,259.51	\$305,754.61
FB&T	807982	\$46,977.61	\$3.09	\$0.00	\$0.00	\$46,980.70	\$118,895.60
NLAF	9300656 x	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$271,568.06
	<b>Subtotal</b>	<b>\$64,235.93</b>	<b>\$9.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,245.40</b>	<b>\$696,223.46</b>
<b>Building Fund</b>							
MEB	106690	\$4.50	\$0.00	\$48,230.00	\$48,230.00	\$4.50	\$4.50
MEB	603209	\$713,387.77	\$40,343.16	(\$48,230.00)	\$0.00	\$705,500.93	\$541,139.51
FB&T	801407	\$159,040.33	\$15.69	\$0.00	\$0.00	\$159,056.02	\$158,865.28
NLAF	9300655	\$14,217.97	\$8.81	\$0.00	\$0.00	\$14,226.78	\$14,211.35
	<b>Subtotal</b>	<b>\$886,650.57</b>	<b>\$40,367.66</b>	<b>\$0.00</b>	<b>\$48,230.00</b>	<b>\$878,788.23</b>	<b>\$714,220.64</b>
<b>Bond Fund</b>							
MEB	620112	\$1,723,043.50	\$137,358.08	\$0.00	\$168,544.47	\$1,691,857.11	\$1,577,799.33
NLAF	9300692	\$2,401.61	\$1.49	\$0.00	\$0.00	\$2,403.10	\$2,400.52
	<b>Subtotal</b>	<b>\$1,725,445.11</b>	<b>\$137,359.57</b>	<b>\$0.00</b>	<b>\$168,544.47</b>	<b>\$1,694,260.21</b>	<b>\$1,580,199.85</b>
<b>Lunch Fund</b>							
FB&T	990119	\$126,728.04	\$38,106.71	\$0.00	\$42,166.06	\$122,668.69	\$131,312.03
FB&T	801399	\$78,927.67	\$6.49	\$0.00	\$0.00	\$78,934.16	\$3,903.91
	<b>Subtotal</b>	<b>\$205,655.71</b>	<b>\$38,113.20</b>	<b>\$0.00</b>	<b>\$42,166.06</b>	<b>\$201,602.85</b>	<b>\$135,215.94</b>
<b>Grand Total</b>		<b>\$6,916,114.49</b>	<b>\$1,228,974.03</b>	<b>\$0.00</b>	<b>\$1,194,625.84</b>	<b>\$6,950,462.68</b>	<b>\$7,243,147.11</b>

x - Account Closed 09/10/2021

## 2021/22 Projections vs. Actuals for General Fund As of June 30, 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	\$1,007,810.93	(\$76,130.31)	\$349,699.38
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	\$77,438.82	\$12,029.41	\$759,424.55
July	(\$792,802.50)			
August	(\$860,068.79)			

### Expenses

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

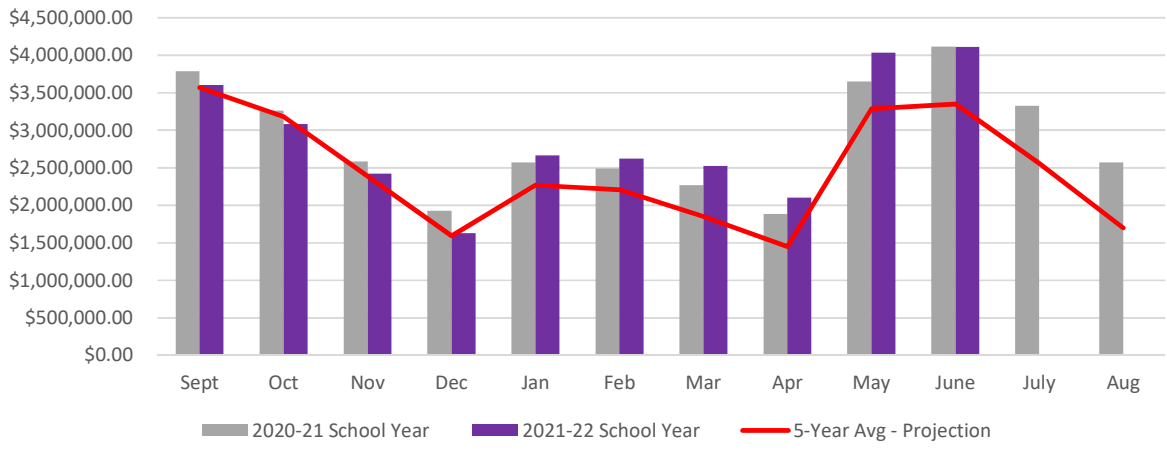
Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,105,089.24	\$1,149,273.75	\$44,184.51	\$44,184.51
October	\$965,174.51	\$939,377.85	(\$25,796.66)	\$18,387.85
November	\$973,474.54	\$867,830.20	(\$105,644.34)	(\$87,256.49)
December	\$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	\$930,372.11	(\$88,159.72)	(\$409,725.17)
July	\$950,945.90			
August	\$1,058,846.25			

### General Fund Balance

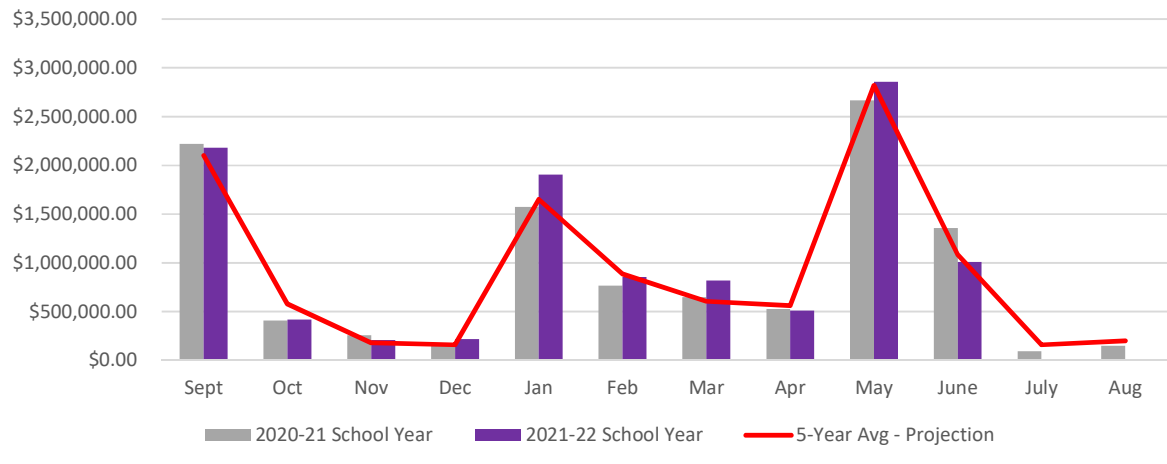
Beginning Reconciled GF Balance = \$2,574,270.19

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	\$4,111,565.99	\$759,424.55
July	\$2,559,338.94		
August	\$1,699,270.15		

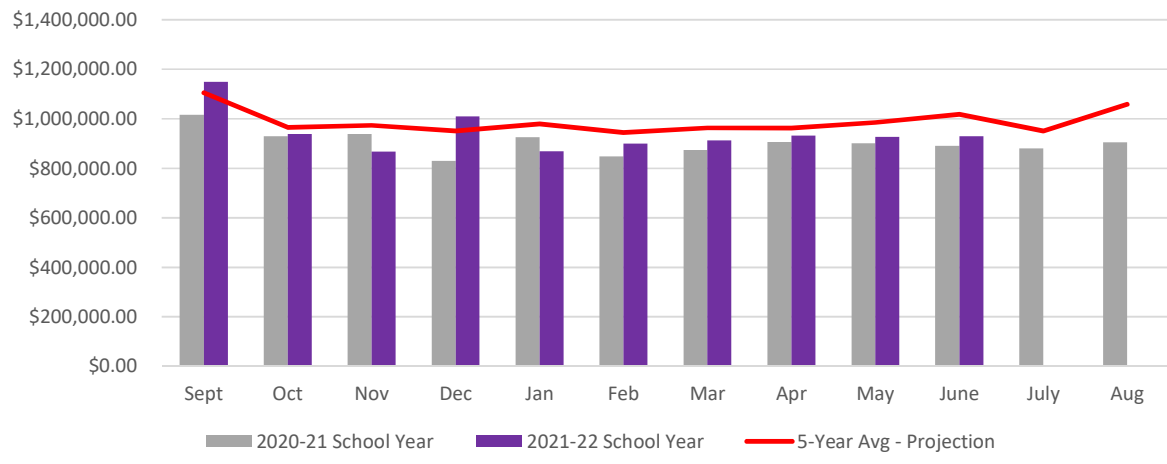
### 2021-22 Estimated vs. Actual General Fund Balance



### 2021-22 Estimated vs. Actual Revenues



### 2021-22 Estimated vs. Actual Expenditures



# General Fund Revenues

Account Description	Adopted Budget	Received	Remaining Balance	Percent Received
01100 - Taxes Levied/Assessed	\$9,104,058.74	\$6,256,588.50	\$2,847,470.24	68.72%
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	\$385,259.57	\$34,740.43	91.73%
01140 - Penalty & Interest on Delinquent Taxes	\$17,750.00	\$13,905.72	\$3,844.28	78.34%
01370 - Preschool Tuition and Fees	\$17,500.00	\$23,035.00	(\$5,535.00)	131.63%
01510 - Interest	\$5,000.00	\$6,282.24	(\$1,282.24)	125.64%
01910 - Rental of School Facilities & Equipment	\$8,000.00	\$7,710.00	\$290.00	96.38%
01911 - Local License Fees	\$3,750.00	\$2,914.43	\$835.57	77.72%
01920 - Contributions and Donations	\$1,000.00	\$1,000.00	\$0.00	100.00%
01921 - Police Court Fines	\$750.00	\$150.00	\$600.00	20.00%
01960 - Misc. 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	\$19,604.22	\$10,395.78	65.35%
03110 - State Aid	\$112,224.00	\$112,224.00	\$0.00	100.00%
03120 - Special Education - School Age	\$575,000.00	\$549,668.00	\$25,332.00	95.59%
03125 - SPED Transportation - School Age	\$2,000.00	\$192.00	\$1,808.00	9.60%
03130 - Homestead Exemption	\$0.00	\$67,007.40	(\$67,007.40)	
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	\$19,177.00	(\$19,177.00)	
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	\$147,483.00	\$22,131.00	86.95%
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	\$5,356.00	\$4,644.00	53.56%
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>\$8,863,198.19</b>	<b>\$2,118,982.55</b>	<b>80.71%</b>

# General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$5,512,072.57	\$4,883,539.77	\$628,532.80	88.60%
01125 - Academic Intervention (Flex Funding)	\$92,969.96	\$82,901.20	\$10,068.76	89.17%
01200 - School Age SPED	\$1,171,253.50	\$1,030,696.43	\$140,557.07	88.00%
01291 - Preschool Age 3-5	\$14,201.26	\$8,439.73	\$5,761.53	59.43%
01292 - Preschool Age 0-2	\$100.00	\$0.00	\$100.00	0.00%
01300 - Summer School	\$21,244.67	\$14,485.04	\$6,759.63	68.18%
02120 - Guidance Counselor	\$335,648.14	\$300,733.73	\$34,914.41	89.60%
02130 - Health Services	\$73,122.49	\$65,474.34	\$7,648.15	89.54%
02141 - School Psychologist - School Age	\$71,725.99	\$63,946.80	\$7,779.19	89.15%
02151 - Speech Path & Deaf Ed	\$195,498.80	\$175,976.28	\$19,522.52	90.01%
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	\$149,885.78	\$15,458.18	90.65%
02213 - Instructional Staff Training	\$10,000.00	\$4,715.66	\$5,284.34	47.16%
02220 - Media Center	\$249,590.88	\$233,828.10	\$15,762.78	93.68%
02230 - Technology Support	\$187,123.29	\$181,255.65	\$5,867.64	96.86%
02240 - Assessment Coordinator	\$10,701.28	\$21,838.45	(\$11,137.17)	204.07%
02310 - Board of Education	\$42,850.00	\$29,007.44	\$13,842.56	67.70%
02320 - Superintendent	\$294,548.01	\$268,548.20	\$25,999.81	91.17%
02330 - District Legal Services	\$50,000.00	\$12,595.12	\$37,404.88	25.19%
02410 - Principal	\$637,452.41	\$566,563.05	\$70,889.36	88.88%
02510 - Business Office	\$228,406.51	\$185,048.01	\$43,358.50	81.02%
02610 - Custodial	\$429,128.36	\$369,730.16	\$59,398.20	86.16%
02620 - Building Maintenance	\$818,140.32	\$649,631.95	\$168,508.37	79.40%
02630 - Grounds Maintenance	\$161,842.54	\$225,638.94	(\$63,796.40)	139.42%
02640 - Equipment Repair & Maintenance	\$34,199.31	\$27,751.70	\$6,447.61	81.15%
02650 - Non-Pupil Vehicle	\$35,000.00	\$2,948.99	\$32,051.01	8.43%
02660 - Security	\$11,000.00	\$3,916.00	\$7,084.00	35.60%
02670 - Safety	\$24,000.00	\$22,897.39	\$1,102.61	95.41%
02710 - School Bus Driving	\$259,427.69	\$138,273.24	\$121,154.45	53.30%
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	\$46,954.05	\$38,697.46	54.82%
02732 - School Age SPED Vehicle Maintenance	\$2,000.00	\$619.18	\$1,380.82	30.96%
03535 - High Ability Learners	\$46,064.89	\$41,913.78	\$4,151.11	90.99%
06200 - Title IA	\$146,693.00	\$125,234.98	\$21,458.02	85.37%
06406 - IDEA Preschool (619) Base Allocation	\$2,206.00	\$2,274.00	(\$68.00)	103.08%
06408 - IDEA Part B (611)	\$169,614.00	\$140,675.68	\$28,938.32	82.94%
06412 - IDEA Non-Public	\$3,262.00	\$3,308.21	(\$46.21)	101.42%
06421 - IDEA Part B (611) ARP	\$33,377.00	\$21,622.93	\$11,754.07	64.78%
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	(\$220.38)	\$220.38	
<b>Total</b>	<b>\$11,857,180.74</b>	<b>\$10,381,620.00</b>	<b>\$1,475,560.74</b>	<b>87.56%</b>

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

06/01/2022 through 06/30/2022

## Bank Statement Reconciliation Summary

Statement Balance	\$ 324,129.71
- Outstanding checks	\$ 13,512.11
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 310,617.60
+ Investments	\$ 37,000.00
Book Balance	\$ 347,617.60

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/12/2022	3111	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 500.00
07/12/2022	3112	Ameritas Life Insurance Corp..	Vision Insurance	\$ 879.52
07/12/2022	3113	Blue Cross Blue Shield	Dental Insurance	\$ 703.58
07/12/2022	3113	Blue Cross Blue Shield	District Dental Insurance	\$ 252.79
07/12/2022	3113	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 2,432.62
07/12/2022	3113	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,248.80
07/12/2022	3113	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 11,361.42
07/12/2022	3113	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 1,783.98
07/12/2022	3113	Blue Cross Blue Shield	District Health Ins 2PT	\$ 28,722.40
07/12/2022	3113	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 11,753.44
07/12/2022	3113	Blue Cross Blue Shield	District Health Ins FAM	\$ 90,156.34
07/12/2022	3113	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,594.72
07/12/2022	3113	Blue Cross Blue Shield	District Health Ins SPD	\$ 8,880.76
07/12/2022	3113	Blue Cross Blue Shield	District Health Ins Split	\$ 1,918.22
07/12/2022	3113	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 519.36
07/12/2022	3113	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,290.00
07/12/2022	3113	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 225.63
07/12/2022	3114	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 975.00
07/12/2022	3115	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 231.00
07/12/2022	3115	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,289.69
07/12/2022	3115	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 396.50
07/12/2022	3116	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 4,346.36
07/12/2022	3117	Minden Public Schools	District Court	\$ 889.00
07/12/2022	3117	Minden Public Schools	F/b Medical Dental	\$ 3,020.89
07/12/2022	3117	Minden Public Schools	Increased Retirement Percent	\$ 12,167.39
07/12/2022	3117	Minden Public Schools	NE Retirement	\$ 82,559.29
07/12/2022	3118	Minden Public Schools.	Computer Lease Purchase	\$ 482.68
07/12/2022	3119	Mps Payroll	Federal Withholding	\$ 40,211.97
07/12/2022	3119	Mps Payroll	FICA	\$ 59,855.18
07/12/2022	3119	Mps Payroll	Medicare	\$ 13,998.50
07/12/2022	3120	Mps Payroll NE Income Tax	State Withholding - NE	\$ 17,734.10
07/12/2022	3121	New York Life	Ny Life Tsa	\$ 200.00
07/12/2022	3122	Minden Public Schools	Increased Retirement Percent	\$ 7.79
07/12/2022	3122	Minden Public Schools	NE Retirement	\$ 52.83
07/12/2022	3123	Mps Payroll	Federal Withholding	\$ 61.20
07/12/2022	3123	Mps Payroll	FICA	\$ 38.22
07/12/2022	3123	Mps Payroll	Medicare	\$ 8.94
07/12/2022	3124	Mps Payroll NE Income Tax	State Withholding - NE	\$ 19.33
07/12/2022	3125	Amazon Capital Services, Inc.	Business Office Computer & Supplies	\$ 1,230.57
07/12/2022	3125	Amazon Capital Services, Inc.	HS Media Center & Technology Supplies	\$ 1,995.50
07/12/2022	3125	Amazon Capital Services, Inc.	HS Principal Office Supplies	\$ 512.26
07/12/2022	3125	Amazon Capital Services, Inc.	HS Science Supplies	\$ 136.14
07/12/2022	3125	Amazon Capital Services, Inc.	MS English Books	\$ 479.70
07/12/2022	3125	Amazon Capital Services, Inc.	MS P.E. & Principal Supplies	\$ 841.48
07/12/2022	3125	Amazon Capital Services, Inc.	MS Science Supplies	\$ 253.54
07/12/2022	3126	Apple Computer	Macbook Pros	\$ 17,248.00
07/12/2022	3127	Aurora Cooperative	Fuel, Fertilizer, & Chemical	\$ 1,800.73
07/12/2022	3128	Black Hills Energy	Utilities	\$ 2,605.15
07/12/2022	3129	Blick Art Materials	HS Art Materials	\$ 105.80
07/12/2022	3129	Blick Art Materials	HS Art Supplies	\$ 109.54
07/12/2022	3130	Cardmember Service	East Office Supplies	\$ 85.14
07/12/2022	3130	Cardmember Service	HS Science Supplies	\$ 30.54
07/12/2022	3130	Cardmember Service	HS Software Subscription	\$ 19.99

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/12/2022	3130	Cardmember Service	HS Vocal Music Supplies	\$ 16.50
07/12/2022	3130	Cardmember Service	HS Web/Cloud Based Software	\$ 5.00
07/12/2022	3130	Cardmember Service	MS Guidance Supplies	\$ 32.50
07/12/2022	3130	Cardmember Service	MS Principal Supplies	\$ 182.31
07/12/2022	3130	Cardmember Service	MS Software	\$ 24.95
07/12/2022	3130	Cardmember Service	Power Washer Repair	\$ 41.43
07/12/2022	3130	Cardmember Service	Shipping Refund	\$ (2.91)
07/12/2022	3131	Carter Electric	MS Electrical Repairs	\$ 317.00
07/12/2022	3132	Century Link Long Distance	Telephone Services	\$ 5.57
07/12/2022	3133	CenturyLink - Regular Telephone	Telephone Service	\$ 454.31
07/12/2022	3134	Chramosta Construction	Concrete Pad South of Activities Building	\$ 80,565.00
07/12/2022	3134	Chramosta Construction	MS & Shop Concrete Pads	\$ 20,036.00
07/12/2022	3135	City Of Minden	Rental House Utilities	\$ 30.34
07/12/2022	3135	City Of Minden	Utilities	\$ 18,247.39
07/12/2022	3136	Clearly Communications	Telephone Services	\$ 776.98
07/12/2022	3137	Computer Hardware, Inc.	East Computer Repair	\$ 650.00
07/12/2022	3137	Computer Hardware, Inc.	HS Health Class Projector	\$ 1,690.00
07/12/2022	3138	Cooperative Producers, Inc.	Grounds Fertilizer	\$ 935.00
07/12/2022	3139	D & M Security, Inc.	EAST Fire Alarm Monitoring	\$ 75.00
07/12/2022	3140	DAS State Accounting - Central Finance	Internet Service	\$ 326.34
07/12/2022	3141	Dollar General	MS Custodial Supplies	\$ 48.90
07/12/2022	3142	Eakes Office Solutions	Color Copy Overage Charges	\$ 2,836.33
07/12/2022	3142	Eakes Office Solutions	Custodial Supplies	\$ 3,297.19
07/12/2022	3143	Educational Service Unit #10	PowerSchool Updates and Maintenance	\$ 37.50
07/12/2022	3144	ESU Coordinating Council	East Media Encyclopedia Software	\$ 136.40
07/12/2022	3144	ESU Coordinating Council	HS Media Encyclopedia Software	\$ 179.80
07/12/2022	3144	ESU Coordinating Council	MS Media Encyclopedia Software	\$ 204.60
07/12/2022	3145	Flinn Scientific	HS Science Supplies	\$ 94.06
07/12/2022	3146	Grizzly Industrial, Inc.	HS Woods Supplies	\$ 87.00
07/12/2022	3147	Harris School Solutions	Business Office Software & Training	\$ 2,850.00
07/12/2022	3148	Hometown Leasing	Copier & Printer Lease #22795217	\$ 3,900.00
07/12/2022	3149	Innovative Office Solutions	COOP Order	\$ 3,243.78
07/12/2022	3150	Island Sprinkler Supply	Sprinkler Repair Parts	\$ 898.04
07/12/2022	3151	John Deere Financial	Sprayer Repairs	\$ 9.21
07/12/2022	3151	John Deere Financial	Sprayer Repairs & Supplies	\$ 145.59
07/12/2022	3152	Kearney Powersports	Hustler Mower Repair	\$ 63.80
07/12/2022	3153	Kearney Quality Sew & Vac., Inc	Sewing Machines Maintenance	\$ 1,199.80
07/12/2022	3154	Kearney Winnelson Co.	Plumbing Supplies	\$ 796.50
07/12/2022	3155	Kreg Tool	HS Wood Shop Supplies	\$ 50.39
07/12/2022	3156	Lampe's Clean Air Specialists	MS HVAC Filters	\$ 190.80
07/12/2022	3157	Landmark Implement Carquest	Grounds Equipment Repairs	\$ 161.31
07/12/2022	3158	Lifeguard MD, Inc.	East Safety Supplies	\$ 58.00
07/12/2022	3158	Lifeguard MD, Inc.	HS Safety Supplies	\$ 128.00
07/12/2022	3158	Lifeguard MD, Inc.	MS Safety Supplies	\$ 186.00
07/12/2022	3158	Lifeguard MD, Inc.	Preschool Safety Supplies	\$ 70.00
07/12/2022	3159	McGraw Hill School Education	MS Math Textbooks	\$ 577.91
07/12/2022	3160	Menards	HS Life Skills Supplies	\$ 563.86
07/12/2022	3161	Mid-States Automation & Control, Inc.	EAST Maintenance Contract	\$ 1,365.00
07/12/2022	3161	Mid-States Automation & Control, Inc.	HS Maintenance Contract	\$ 2,945.00
07/12/2022	3161	Mid-States Automation & Control, Inc.	MS Maintenance Contract	\$ 3,565.00
07/12/2022	3162	Minden Hardware	Repairs, Supplies, & UPS Shipping	\$ 1,165.98
07/12/2022	3163	Minden Lumber & Concrete	HS Auditorium Repairs	\$ 32.99
07/12/2022	3164	Minden Office Supply	Supplies	\$ 565.19

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/12/2022	3165	Napa Auto Parts	Grounds Supplies	\$ 31.74
07/12/2022	3166	Nasco	Ag Class Supplies	\$ 42.91
07/12/2022	3167	National Association for Music Education	NAfME Annual Dues	\$ 270.00
07/12/2022	3168	NCSA	NCSA Educators Academy	\$ 150.00
07/12/2022	3168	NCSA	NCSA Membership Dues	\$ 335.00
07/12/2022	3169	Ne Association School Boards	School Leaders & Law Conference	\$ 170.00
07/12/2022	3170	NE Rural Community Schools Association	2022-23 NRCSA Dues	\$ 850.00
07/12/2022	3171	Nebraska DMV	Bus Driver Record Request	\$ 67.50
07/12/2022	3172	Nebraska Peterbilt	Bus 21P Repair	\$ 159.25
07/12/2022	3173	One Source	Background Checks	\$ 24.00
07/12/2022	3174	Parco Scientific Company	HS Science Supplies	\$ 34.00
07/12/2022	3175	Perma-Bound	MS English Books	\$ 2,508.90
07/12/2022	3176	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 1,344.00
07/12/2022	3177	Pony Express Ford	Bus 22P Repairs	\$ 153.70
07/12/2022	3178	Presto-X Company	Pest Control Services	\$ 157.07
07/12/2022	3179	Protex Central, Inc.	HS/MS Fire Alarm Services	\$ 154.50
07/12/2022	3180	Pyramid School Products	District Supplies	\$ 1,507.24
07/12/2022	3181	REK Enterprises,	Chainsaw Chain Sharpening	\$ 8.00
07/12/2022	3182	Schindler Elevator Corporation	Elevator Maintenance Agreement	\$ 244.71
07/12/2022	3183	Staples	Copier Paper & Custodial Supplies	\$ 3,422.69
07/12/2022	3184	Syndicate Publishing, LLC	Board Meeting Minutes	\$ 404.32
07/12/2022	3184	Syndicate Publishing, LLC	Board Notice	\$ 9.42
07/12/2022	3184	Syndicate Publishing, LLC	District Printing & Advertising	\$ 105.30
07/12/2022	3184	Syndicate Publishing, LLC	East 22-23 Subscription	\$ 33.75
07/12/2022	3184	Syndicate Publishing, LLC	HS Media Center 22-23 Subscription	\$ 33.75
07/12/2022	3184	Syndicate Publishing, LLC	MS Media Center 22-23 Subscription	\$ 33.75
07/12/2022	3185	SysCloud, Inc.	Google Backup Software	\$ 998.40
07/12/2022	3186	The Home Depot Pro	Custodial Supplies	\$ 135.87
07/12/2022	3187	U.S. Post Office	Bulk Mailing Permit & Postage	\$ 245.00
07/12/2022	3188	Verizon Wireless	Wireless Hotspot Data Plan	\$ 160.04
07/12/2022	3189	Village Uniform	Custodial Supplies	\$ 134.45
07/12/2022	3189	Village Uniform	HS Mop & Mat Service	\$ 408.18
07/12/2022	3190	Widdifield, James T	June Reimbursement	\$ 112.95
07/12/2022	3191	William Macgill Co	Nursing Supplies	\$ 1,799.42
07/12/2022	3192	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
07/12/2022	3193	Wright Express Fleet Services	Fuel	\$ 1,344.27
07/12/2022	3194	Yanda's Music	HS Band Music	\$ 279.80
07/12/2022	3195	Ziemba Roofing Company	HS Roof Repairs	\$ 825.00
07/12/2022	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 28.45
<b>Subtotal</b>				<b>\$ 609,065.49</b>
<b>Net Payroll - July 2022</b>				<b>\$ 334,891.07</b>
<b>Total General Fund Disbursements - July 2022</b>				<b>\$ 943,956.56</b>

**Secretary** Kevin Raun

# Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
5765	6/7/2022	Hiland Dairy	Milk Products	\$ 3,317.64
5786	6/7/2022	Cash-wa Distributing Co.	Commodities	\$ 10,019.29
5787	6/7/2022	Village Uniform	Kitchen Rag and Apron Service	\$ 460.72
5788	6/7/2022	Nova Ceilings, LLC	Ceiling Tile Replacement	\$ 3,862.80
5788	6/7/2022	Nova Ceilings, LLC	Ceiling Tile Replacement	\$ 3,862.80
5789	6/7/2022	Egan Supply Co.	Gloves - Large	\$ 165.32
5789	6/7/2022	Egan Supply Co.	Gloves - Medium	\$ 82.66
5791	6/7/2022	Diverse Epoxy, LLC	Kitchen Floor Epoxy Finish	\$ 5,327.50
331	7/12/2022	Ameritas Life Insurance Corp..	EE Vision Insurance Premiums	\$ 17.92
332	7/12/2022	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$ 3,529.70
333	7/12/2022	Madison National Life Insurance Co., Inc.	EE FEBA Life Insurance Premiums	\$ 5.50
333	7/12/2022	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 4.05
333	7/12/2022	Madison National Life Insurance Co., Inc.	Long Term Disability	\$ 10.28
334	7/12/2022	Minden Exchange Bank & Trust Co.	EE & ER HSA Contributions	\$ 110.19
335	7/12/2022	Minden Public Schools	EE & ER Retirement Contributions	\$ 893.02
335	7/12/2022	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 166.67
336	7/12/2022	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 961.85
337	7/12/2022	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 119.35
<b>Subtotal</b>				<b>\$ 32,917.26</b>
<b>Net Payroll - July 2022</b>				<b>\$ 6,771.02</b>
<b>Total Lunch Fund Disbursements</b>				<b>\$ 39,688.28</b>



**MINDEN PUBLIC SCHOOLS**  
**ACTIVITIES/ATHLETIC DEPARTMENT**  
**Jason Strong, Asst. Prin./Act. Dir.**

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

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## **July 2022 BOARD MEETING**

### **ACTIVITY DIRECTOR REPORT**

First and foremost, I would like to introduce myself and express appreciation for the opportunity I have in taking over as the Activities Director for Minden Public Schools. I have always encouraged students to participate in activities they are passionate about. In doing so, they will build relationships with others and gain important experiences that will last them a lifetime. I will always work to ensure our coaches/sponsors and students have the tools and resources they need to reach the highest level of success they possibly can. I embrace the responsibilities, opportunities, and challenges that lay ahead as we strive to continue building successful programs and I look forward to serving as the next Activities Director!

#### Summer Camp Highlights:

- UCA Cheer Camp hosted included Minden, Hastings, and Overton
- Girls Wrestling
  - First ever girls wrestling camp held included 25 attendees.
  - Six MHS girls wrestlers attended the Malcolm team camp with Milly Jacobsen and Savannah Koch going undefeated.
- Junior Golf Camp was held May 31st through June 2nd. 108 golfers attended making it the highest turnout ever!
- Incoming senior wrestler Daulton Kuehn is undefeated at 25-0 after finishing at the Disney Duals in Florida.
- Football hosted the team camp at the beginning of June which included a visit by Doane College Offensive Line Coach John Reeves who worked with the offensive line. Football has also hosted Wood River and Holdrege for 7 on 7 sessions.
- Girls basketball hosted a team camp in June which included 30 varsity and jv teams. The team has also been busy attending other team camps and leagues.
- Boys Basketball hosted the summer camp that was attended by 85 boys (elementary through high school). The high school boys are getting great numbers for morning workouts and have traveled to multiple team camps!
- Volleyball hosted a team camp on July 1st with a total of 34 teams!

As you can see from the list of summer activities above, there has been a great deal of participation in a variety of camps and activities over the summer break. The students of Minden Public Schools are fortunate to have a dedicated group of coaches and sponsors who offer a wide variety of opportunities for our kids. It is also important to note the positive impact of hosting team camps on our local businesses.

Eleven of our coaches will be traveling to Lincoln July 26th through July 28th for the Nebraska Coaches Association sponsored Coaches Clinic. I have attended this coaches clinic in the past and there are always a wide variety of sessions for coaches and activity directors to attend. In addition to learning sport specific information, coaches will also have the opportunity to collaborate and network with other coaches and sponsors from around the state.

As we approach the start of the school year, I continue to work fine tuning schedules, contracting with officials, and scheduling workers for events. I want to thank all of those who have assisted me throughout the transition process.

Specifically, I would like to thank Ed Rowse for the time he has spent and continues to spend answering questions and providing insight.

Jason Strong

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

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**Multi-Tiered System of Support:** Seven teachers from the elementary, middle, and high school along with their building administrator attended an MTSS training during the month of June at ESU 11. The Minden MTSS team established our purpose being meaningful collaboration to promote student and teacher success. Our district's MTSS direction is for all educators to be thoughtful about using resources appropriately and impactfully as well as using data to continually monitor and improve the effectiveness of their actions.

**MANDT:** The MANDT system is designed to help develop a culture that provides emotional, psychological, and physical safety for every member of an environment. ESU 11 held a recertification training in early June in which I attended. A three day initial training was also held in late June in which Hailey Rhynalds, Abbie Sis, and Morgan Bergstrom attended.

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

**Emergency Operations Planning:** This training was conducted by the Nebraska Department of Education School Safety and Security specialists and focused on the mindset to protect not only our school but partner with others to protect our entire community. Objectives of the training included an update of current safety plans, form partnerships within our community, and review before, during, and after procedural safety plans. In attendance was local law enforcement from the city and county, administrators from the school, and our local emergency responders.

**Summer Enrichment:** The summer enrichment program at East concluded on June 30th. This program, led by Carly Miller, served close to sixty children throughout the month.

**Minden Public Schools  
C.L. Jones Middle School  
July 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-** We concluded the middle school Summer Enrichment Learning Program on June 30, 2022. We had approximately 19 students participate during the month of June. The students worked hard on language arts and math enrichment activities throughout the month. Not only did the students and staff work hard, we played hard. We were able to trek to the Minden Opera House to watch The Crane River Theater Company present High School Musical on June 8th, 2022. On June 29, 2022, we welcomed several parents and visitors into the building to listen to the students present their "Passion Projects". Each student researched something they were passionate about and created electronic slideshows with information about each topic. Some students researched their dream careers, others researched their favorite animals or hobbies. The students did a wonderful job with these presentations! Finally, we concluded our Summer Enrichment Learning Program with a trip to the Minden swimming pool, where the students were able to swim. Thank you to Camille Collins for giving us the opportunity to celebrate at the pool! A big thank you to our summer school teachers- Amanda Swift, Tiffany Widdifield, and Debra Farley!



## **C.L. Jones Middle School Open House-**

For students in 4th, 5th, 7th and 8th grade: The CLJMS Back-to-School Open House will take place on August 9, 2022 from 6:00-7:00 PM at C.L. Jones Middle School. Students and families are encouraged to visit the building, meet with the teachers, and tour the building anytime between 6:00-7:00 PM.

For students in 6th grade: The sixth grade orientation for all sixth grade students and parents will take place on August 9, 2022 at 6:30 PM. The back to school welcome sign will be in front of the middle school building all day on August 9th so be sure to stop by for a quick photo. We hope to see everyone there!

**MANDT Training-** Throughout the months of June and July several C.L. Jones Middle School staff members have participated in MANDT training through Educational Service Unit 11. MANDT training is a relationally based program that uses a continuous learning and development approach to prevent, de-escalate, and if necessary, intervene in behavioral interactions. Thank you CLJMS staff members for taking time out of your busy summer to participate in this training!

## **Welcome Letter-**

Dear C.L. Jones Middle School Students and Families,

I hope you had a wonderful summer break! It is my pleasure to welcome everyone to the 2022-2023 school year for another fantastic year of learning. To our new fourth grade students & families and those new to the district, welcome to our CLJMS family. We are lucky to have you on our team!

It is our mission to ensure each student and family who walk through our doors feels welcomed, safe, connected, and reassured that they are a vital part of our learning community. We strive to offer rigorous coursework and instruction to promote student growth. We prioritize academic and social-emotional learning opportunities to help students become contributing members of the community.

School will begin on Thursday, August 11th at 8:00 AM with a regular dismissal time of 3:30 PM. The building doors will open daily at 7:30 AM and students should report to the gymnasium until the bell rings at 7:55 AM.

There are a few new faces to meet at CLJMS this year. Please welcome these outstanding additions to our family- Mrs. Rebecca McDowell (5th Grade), Mrs. Taylor Shelton (6th and 7th Grade Science), Mrs. Meghan Gray (7th grade Language Arts), and Mrs. Heather True (4th Grade).

Please join us on August 9th from 6:00- 7:00 PM for our open house. Sixth grade students/ families should plan to attend the sixth grade orientation starting at 6:30 PM that same evening. The welcome back to school sign will be in front of the building all day on August 9th so be sure to stop by for a quick photo.

I am honored to serve as principal of C.L. Jones Middle School. It is truly a privilege to be part of a community that is invested in the learning and growth of all children. Thank you for your continued support and collaboration as we work together as a "family" to support each and every student at CLJMS. Your child's learning is very important and I value your input so please feel free to contact me anytime at 308.832.2338 or at [chelsey.jensen@mindenwhippets.org](mailto:chelsey.jensen@mindenwhippets.org). Once again, welcome to the 2022-2023 school year!

Sincerely,

Chelsey Jensen  
Principal  
C.L. Jones Middle School

**FOLLOW CLJMS ON SOCIAL MEDIA:**

[Twitter](#)  
[@cljonesms](#)

[Facebook](#)  
Minden Public Schools

[Youtube](#)  
Whippet Nation Network  
[CLJMS News](#)

## Student/ Parent Information for 2022-2023 School Year:

- School begins August 11, 2022 at 8:00 AM with a 3:30 PM dismissal
- Friday August 12, 2022 will follow a regular Friday schedule with an 8:00 AM start and 2:10 PM dismissal for middle school students
- Student drop-off begins at 7:30 AM- Students should report directly to the gymnasium upon arrival each morning
- Breakfast will be served in each classroom beginning at 8:00 AM (optional but offered to all students)
- Store bought birthday treats may be sent to school, if you choose. Please do not send treats to school that contain nuts
- Please notify the office before 8:30 AM if you student is going to be absent (308.832.2338)
- Information will be shared on our website, <https://www.mindenwhippets.org/o/cl-jones-middle>
- Follow us on twitter @cljonesms
- Powerschool is an online database our school uses to organize and manage student information. Each student and parent has their own Powerschool login and password. If you need help accessing Powerschool, please email [tiffiny.widdifield@mindenwhippets.org](mailto:tiffiny.widdifield@mindenwhippets.org). If you do not have a Powerschool username and password and need to create one, please see the instructions below.

### Create a Parent Single Sign-On Account

PowerSchool now requires parents/guardians to set up their own accounts. Parents/Guardians must create a Single Sign-on Account (SSO), which allows them to choose one username and password combination to access information for ALL children in their family.

In order to set up a Parent Single Sign-on Account go to the Minden school website: [www.mindenwhippets.org](http://www.mindenwhippets.org)

From the Schools drop down at the top choose your students school.

Once in the correct school choose the menu dropdown and find PowerSchool Parent/Student from quick links.

On the Power School screen you will see the option to create a new account: Click "Create Account" -Twice

**\*\*\*IMPORTANT NOTE\*\*\* Before starting Step 2, decide on a Username and Password and write them down in a safe place. User Name and Password that you choose cannot contain any punctuation marks or spaces.**

**Create Parent Account**

Parent Account Details

First Name  
Last Name  
Email  
Re-enter Email  
Desired Username  
Password  
Re-enter Password (do at least 8 characters long)

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	Access ID	Access Password	Relationship
1				Choose
2				

Fill in all your information : See IMPORTANT NOTE ABOVE

Enter additional information for your children –

If you do not have your Access\_ID and Access\_Password, please contact Mrs.

Jensen ([chelsey.jensen@mindenwhippets.org](mailto:chelsey.jensen@mindenwhippets.org)) or Mrs. Widdifield ([tiffiny.widdifield@mindenwhippets.org](mailto:tiffiny.widdifield@mindenwhippets.org))

**This Access ID is the Parent's Access ID and Password NOT the Students**

ENTER when you have finished entering all information. You will have to go to your email and verify your email account.

Then you will be able to log in using the Username and Password that you chose when setting up your account. This is the area you will log into on all future visits to PowerSchool.

## School Supply List-

<b>BACK to SCHOOL SUPPLIES 2022-23</b>	<b>GR 4</b>	<b>GR 5</b>	<b>GR 6</b>	<b>GR 7</b>	<b>GR 8</b>	<b>LIFE SKILLS</b>
1" 3-Ring Slicker/Flexible Cover Notebook (not 1/2 inch)		1				1
3"-5" Metal Scissors	1	1		1		
White Loose-Leaf Paper (wide-ruled, 3 hole punched)		1 pkg.	1 pkg.	1 pkg.	2 pkgs.	2 pkgs.
Add-A-Pocket Plastic Notebook Dividers (pkg. of 5)	1	1 pkg.	1 pkg.	1 pkg.		1 pkg.
Book Bag	1	1	1		1	1
Colored Pencils	1 box	1 box	1 box	1 box	1 box	1 box
Fine-Line Markers	1 pkg.	1 pkg.	1 pkg.	1 pkg.		1 pkg.
Crayons (pkg. of 24)	1		1			
Glue Sticks	3	2 Jumbo	4 Jumbo	2	2	
Eraser	1	2	1	2	2	2
Folders with Pockets At The Bottom (must be plastic)		2		1		1
Gym Shoes	1 pair	1 pair	1 pair	1 pair	1 pair	
Large Box of Tissues (200 count)	3	2	3	3	3	3
Pen, Blue or Black Ballpoint	2			5	5	
Pen, Erasable Blue or Black				3		2
Pens, Red Ballpoint	2	2		5	5	
Pencils with Eraser (#2 lead)	12	12	24	10	12	
Pocket Calculator (consider inexpensive scientific)				1		
Scientific Calculator (recommended -Texas Instrument Ti-30xa)				Optional	Required	
Highlighter (pen-sized, one of each: blue, pink, green, yellow, orange)	1 set	1 set	1 set	1 set	1 set	
12" Straight-Edged Ruler (Include metric)		1	1	1		
Pencil Bag	1	1	1	1	1	
3x5 Index Cards	1 pkg.				1 pkg.	
Odorless Dry Erase Markers	1 pkg.	1 pkg.	1 pkg.	4		1 pkg.
Earbuds or Headphones	1	1	1 mandatory	1	1	3 sets
Book Covers (stretchable - jumbo size)	1	1	1	1		
Trapper Keeper	1		1	1	1	1
Mechanical Pencils			1 pkg			
Spiral Notebook (wide ruled)			1		1	
Disinfectant Wipes (large container)		1	1		1	1
Composition Notebook (60 pages)	1	1		1		2
2-inch Hardcover 3-Ring Binder for Science			1	1	1	2
Hand Sanitizer (8 Oz or larger)	1	1	1	1	1	1
Water Bottle (Write name on it)	1	1	1	1	1	1

**Superintendent Report**

Meeting: July Board Meeting

Date: 7/11/22

Mr. Widdifield

=====

**Topics:**

Summer Projects: We have completed a few of our summer projects but still have some finishing work. The middle school cooler/freezer could be done next week. Louvers for the elementary should be done in the next two weeks. Concrete projects look amazing. Mr. Chromosta does a great job. We have the playground committee working on ideas for the playground. Water quality updates will be done in the next two weeks. We aim to have everything looking the best we can for the All Class Reunion.

Budget/NDE requirements: Jeremy and I continue working on preliminary budget figures along with NDE paperwork for July and August. The significant change is if we need to send a postcard out for any changes to our tax asking would exceed a 2% growth, plus real property growth percentage. I have been working with Myra since May to work on that process.

Thank You: Thank you to all the custodial and maintenance staff for the work in and out of the building. Our grounds look fantastic, and we have tackled large projects in all buildings. We are ready for school to start in August.

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)
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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)
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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)
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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)
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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]