

March Regular Meeting
Monday, March 11, 2024 8:00 PM
SEM School Library
205 E 5th Avenue
Sumner, NE 68878

1. Declaration of Intend – Open Meetings Act
Notice of the meeting was posted to the SEM Mustang school website, SEM Facebook, Elm Creek Beacon, and over the school reach notification system for the board meeting to be held on Monday, March 11, 2024 at 8 P.M. The agenda was available on the SEM Mustang school website and available in the Superintendent's Office. All proceedings hereafter as shown were taken while the convened meeting was open to the attendance of the public, unless noted as executive session. This meeting was conducted in accordance with the Open Meetings Act, Chapter 84, Article 14 posted in the School Library.
2. Call to Order
 - 2.1. Pledge of Allegiance
 - 2.2. Roll Call of Members
 - 2.3. Recognition of Student Achievement
3. Consent Agenda
 - 3.1. Approval of Minutes
 - 3.2. Approval of the Monthly bills, Claims and Payroll
 - 3.3. Approval of Treasurer's Report and Budget Report.
4. Administrative Reports
 - 4.1. Principal's Report
 - 4.2. Superintendent's Report
5. Board of Education Subcommittee Report(s)
 - 5.1. Finance Meeting
6. Business Items

- 6.1. Presentation of Proposed Vision Statement by SEM's School Improvement Committee
- 6.2. Review Policy #5057 Title I Parental involvement Policy
This policy is required to be reviewed annually.
- 6.3. Review Policy #3040 School Safety and Security
This policy is required to be reviewed annually.
- 6.4. Review Policy #3004.1 Fiscal Management for Purchasing and Procurement Using Federal funds
This policy is required to be reviewed biennially.
- 6.5. Review Policy #5001 Compulsory Attendance and Excessive Absenteeism
This policy is required by law to be reviewed annually.
- 6.6. Review Policy #4030 Evaluation of Certificated Employees
This policy is required to be reviewed annually.
- 6.7. Review of Policy #4031 Evaluation of Probationary Certified Employees
This policy is required to be reviewed annually.

7. Adjourn

NOTICE OF MEETING
BOARD OF EDUCATION OF THE
SCHOOL DISTRICT # 24-0101
SUMNER-EDDYVILLE-MILLER
IN THE COUNTY OF DAWSON,
IN THE STATE OF NEBRASKA
Monday March 11th ²⁰²⁴ @8:00 p.m. Regular Board
Meeting.

Notice is hereby given that the Regular meeting of the Board of Education of the School District of Sumner Eddyville Miller in the County of Dawson, in the State of Nebraska will be held on Monday March 11th @ 8:00p.m. in the library. The meeting is open to the public. An agenda for such meeting is kept continuously current and is available for public inspection at the office of the Superintendent.

Jana Hoos ,
SEM School Board Secretary

TREASURER'S REPORT

MARCH 11TH , 2024

All balances as of 02/29/2024

Five Points Bank

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<u>Hot Lunch Fund:</u>	\$ 5,527.49	-----

<u>General Fund Account Checking:</u>	\$ 650,150.61	
<u>General Fund Clearing Account:</u>	\$ 3,000.00	
<u>General Fund ICS Account 9582</u>		
	\$ 1,092,280.34	

<u>SEM Building Savings Fund: #600407 Int. .1%</u>	\$ 124,527.21	
<u>SEM Building Fund C.D. #95218202</u>	\$ 96,217.65	
Maturity date of October 14, 2010		
<u>SEM Building Checking Fund #10162</u>	\$ 200.00	

<u>SEM Depreciation ICU #9558</u>	\$ 576,553.89	
<u>SEM Depreciation Fund C.D. #95130312</u>	\$ 94,998.18	
Int. @2.3 for 30 months dated 2/22/18 due 8/22/2020		
<u>SEM Depreciation Fund Checking #10154</u>	\$ 200.00	

<u>SEM Employee Benefit Fund Savings #600369</u>	\$ 534.05	
<u>SEM Employee Benefit Fund C.D. #95220158</u>	\$ 44,900.31	
Int. @ 1.15% Maturity October 28, 2020 mo.		

<u>SEM Student Fee Fund: #10378952</u>	\$ 0	
<u>SEM Bond Fund #10505857</u>	\$ 99,511.20	

Revenue Journal (Reprint)

Fiscal Year: 2024

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
Journal: 99 03/04/2024 Revenue Journal							
Entry	02/15/2024	custor co	22,132.65		treasurer	A GENERAL	Security State
1	01-1-01125-000-000		Motor Vehicle Taxes				0.00 -196.69
2	01-1-01100-000-000		Local District Taxes				0.00 22,167.49
3	01-1-02110-000-000		County Fines And License				0.00 161.85
Totals for Entry 15622							0.00 22,132.65
Entry	02/15/2024	Buffalo Co	42013.24		Treasurer	A GENERAL	Security State
1	01-1-01125-000-000		Motor Vehicle Taxes				0.00 4,851.77
2	01-1-01100-000-000		Local District Taxes				0.00 9,253.90
3	01-1-02110-000-000		County Fines And License				0.00 393.01
4	01-1-03131-000-000		property tax credit				0.00 27,514.56
Totals for Entry 15623							0.00 42,013.24
Entry	02/15/2024	Dawson County	1005		treasurer	A GENERAL	Security State
1	01-1-01125-000-000		Motor Vehicle Taxes				0.00 19,240.78
2	01-1-01100-000-000		Local District Taxes				0.00 79,747.57
3	01-1-01140-000-000		penalties and interest on taxes				0.00 767.30
4	01-1-02110-000-000		County Fines And License				0.00 795.45
Totals for Entry 15624							0.00 100,551.10
Entry	02/15/2024	state of ne	51793.00		state aid	A GENERAL	Security State
1	01-1-03110-000-000		State Aid				0.00 51,793.00
Entry	02/15/2024	state of ne	7500		gms	A GENERAL	Security State
1	01-1-03551-000		career education				0.00 7,500.00
Entry	02/15/2024	amazon	551.87		credit	A GENERAL	Security State
1	01-1-05600-000-000		Other Non-revenue Receipt				0.00 551.87
Entry	02/15/2024	stat of ne	57457.00		sped SA	A GENERAL	Security State
1	01-1-03120-000		Sped school Age				0.00 57,457.00
Entry	02/15/2024	lunch payroll	5488.47		feb lunch payroll	A GENERAL	Security State
1	01-1-09000-002-000		Non Prog. Receipt Hot Lunch Payroll				0.00 5,488.47
Entry	02/15/2024	parents	144		football state photos	A GENERAL	Security State
1	01-1-05600-000-000		Other Non-revenue Receipt				0.00 144.00
Entry	02/15/2024	laurie smith	600		rent	A GENERAL	Security State
1	01-1-01910-000-000		Rent On School Facilities				0.00 600.00
Entry	02/15/2024	lunch w/h	1582.82		lunch w/h	A GENERAL	Security State
1	01-1-09000-001-000		Non Programed Receipt Eftps				0.00 1,582.82
Entry	02/15/2024	ne retirement	39265.23		ne retirment	A GENERAL	Security State
1	01-1-09000-900-000		Retirement to write one check				0.00 39,265.23
Totals for Journal 99							0.00 329,079.38

Bank Account Totals			
A	GENERAL CKING	Security State Bank	329,079.38

Fund Summary		Receivable	Received
01	GENERAL FUND	0.00	329,079.38

Check and Deposit Slip Register

ALL Data

Cycle Number: 360
 Period End: 02/29/2024
 Check Date: 03/06/2024

Arranged by:
 Check Number

Bank ID	Bank Account		Bank Name	Earning	Deduction	Net	Fringe
Email	Chk Num	Emp PR ID	Employee Name				
Deposits							
Fund: 01 GENERAL FUND							
A GENERAL CKING Security State Bank							
	00012345	BAUER	Edith A Bauer	140.00	-10.71	129.29	10.71
	00012346	BEAVERSJA	James D Beavers	4,988.07	-1,712.82	3,275.25	1,677.08
	00012347	BENTANN	Ann C Bentley	500.00	-38.25	461.75	38.25
	00012348	BERG	Marlin Berg	666.00	-50.95	615.05	50.95
	00012349	BERGMARCI	Marcia Berg	640.00	-312.24	327.76	1,743.28
	00012350	BOSAKJUSTI	Justin S. Bosak	6,291.88	-2,164.14	4,127.74	3,274.97
	00012351	BOSAKMAND	Mandy L Bosak	3,335.37	-883.88	2,451.49	598.25
	00012352	BOWIE	Tierra D Bowie	5,580.84	-1,853.58	3,727.26	3,169.77
	00012353	BROWNE	Luke Browne	3,738.54	-1,073.65	2,664.89	2,298.32
	00012354	BROWNEMM	Emme Brown	3,345.42	-900.84	2,444.58	1,391.10
	00012355	BURDENCRY	Crystal L Burden	2,860.16	-681.22	2,178.94	2,151.06
	00012356	BURMANCYN	Cynthia Burman	2,164.85	-585.12	1,579.73	379.45
	00012357	CARR	Hannah CARR	2,166.40	-645.18	1,521.22	1,189.11
	00012358	CASTELLAN	Dilia Castellanos	2,713.28	-839.67	1,873.61	1,276.86
	00012359	CLAFLIN	Traven Claflin	333.00	-25.48	307.52	25.48
	00012360	CLAFLINTIF	Tiffany Claflin	3,869.59	-1,245.77	2,623.82	2,869.83
	00012361	CONRADT	Candace Conradt	11,772.72	-3,992.91	7,779.81	2,017.43
	00012362	EGGLESTON	Madiera G Eggleston	4,289.55	-1,351.41	2,938.14	2,951.06
	00012363	EYNETICH	Brianna Eyenetich	3,083.34	-834.59	2,248.75	2,183.49
	00012364	FEESLIND	Linda K Fees	125.00	-9.56	115.44	9.56
	00012365	FRANSCOT	Scott L Franzen	7,791.66	-2,507.88	5,283.78	3,547.68
	00012366	FREEMANMI	Misty L. Freeman	3,361.66	-924.35	2,437.31	2,794.55
	00012367	HARDERANN	Anna Linn Marie Harder	140.00	-10.71	129.29	10.71
	00012368	HOOSJANA	Jana Hoos	2,393.79	-261.93	2,131.86	192.91
	00012369	HOTHEM	Katie Hothem	4,786.88	-1,551.72	3,235.16	3,026.32
	00012370	HRASKYSHA	Shane Hrasky	250.00	-19.13	230.87	19.13
	00012371	HUNTMEGAN	Megan Hunt	2,327.88	-621.45	1,706.43	1,210.42
	00012372	JOHNCONJ	Connie J Johnson	2,126.84	-285.91	1,840.93	171.40
	00012373	JONESDEBO	Deborah A Jones	6,069.04	-2,153.44	3,915.60	2,697.68
	00012374	KAPPELERIK	Erika M. Kappel	5,648.29	-1,497.10	4,151.19	3,181.60
	00012375	KARLBERG	Carol M. Karlberg	255.20	-19.52	235.68	19.52
	00012376	KARLBERGK	Kurt M Karlberg	141.57	-10.83	130.74	10.83
	00012377	KENTONTAM	Tammy R Kenton	7,011.41	-2,472.59	4,538.82	2,851.35
	00012378	LICHTY	Marissa Lichty	3,345.42	-887.16	2,458.26	1,373.24
	00012379	LONGRONA	Ronald R Long	500.00	-118.25	381.75	38.25
	00012380	MARTIN	Colleen R Martin	3,476.46	-1,103.76	2,372.70	2,804.69
	00012381	MCARTHURJ	John D McArthur	6,075.88	-1,849.62	4,226.26	3,256.55
	00012382	MCKELOIS	Lois E Mc Kenzie	5,311.04	-1,837.74	3,473.30	1,731.30
	00012383	MEYERDIET	Dietrich J Meyer	1,688.55	-223.54	1,465.01	129.17
	00012384	NICHLORI	Lori R Nichols	2,524.24	-641.04	1,883.20	1,253.29
	00012385	OURADA	Angela R Ourada	5,696.47	-1,764.26	3,932.21	3,185.75
	00012386	PATTERSON	Dave Patterson	135.90	-10.40	125.50	10.40
	00012387	PERDOMO	Rosalinda Perdomo	2,127.53	-506.46	1,621.07	390.49
	00012388	PIERCEJEAN	Jean L. Pierce	5,696.47	-1,510.25	4,186.22	1,799.00
	00012389	QUAD	Nicole Quadhamer	2,431.36	-1,030.60	1,400.76	1,221.99
	00012390	REITZ	Emily Reitz	3,810.45	-1,054.91	2,755.54	1,472.60
	00012391	ROHDEBREN	Brenda K Rohde	2,503.95	-660.64	1,843.31	1,249.65

Check and Deposit Slip Register

ALL Data

Cycle Number: 360
 Period End: 02/29/2024
 Check Date: 03/06/2024

Arranged by:
 Check Number

Bank ID	Bank Account		Bank Name	Earning	Deduction	Net	Fringe
Email	Chk Num	Emp PR ID	Employee Name				
	00012392	ROHDEJOHN	John A Rohde	5,425.16	-2,112.94	3,312.22	2,396.98
	00012393	ROSENJAKE	Jake Rosentreader	2,333.45	-371.10	1,962.35	188.05
	00012394	SCHROEDER	Lana Schroeder	4,524.79	-1,376.05	3,148.74	2,980.39
	00012395	SCOVILLE	Sarah Scoville	37.31	-10.48	26.83	6.53
	00012396	SHOEMAKER	Kristi Shoemaker	5,550.00	-1,568.13	3,981.87	2,441.56
	00012397	SIMMONSAR	Aaron Simmons	3,369.73	-1,128.67	2,241.06	2,241.27
	00012398	SINDTHOLLY	Holly Sindt	445.00	-34.04	410.96	34.04
	00012399	SMITHCALEB	Caleb Smith	70.00	-5.36	64.64	5.36
	00012400	SMITHLAURI	Laurie L Smith	5,802.91	-2,292.03	3,510.88	3,204.88
	00012401	STEVENSLE	LeRoy K. Stevens	1,286.52	-643.32	643.20	1,864.67
	00012402	STEVENSPE	Peggy J Stevens	2,203.39	-597.67	1,605.72	388.68
	00012403	TRAMPETIFF	Tiffany Trampe	5,080.51	-1,509.65	3,570.86	3,077.91
	00012404	UNICKMCKE	Mckenna Unick	3,544.25	-976.65	2,567.60	1,425.93
	00012405	WILLIAMS	Scott A. Williams	5,776.25	-2,242.03	3,534.22	3,200.20
	00012406	WISEMANHA	Haley S. Wiseman-Kociemba	4,617.29	-1,410.31	3,206.98	1,596.37
Fund Totals:				200,298.51	-61,025.59	139,272.92	94,009.30
Fund: 06		LUNCH FUND					
		BURMANCYN	Cynthia Burman	0.00	0.00	0.00	813.56
B		HOT LUNCH CKING Security State Bank					
	00123456	ARNOLD	Betty arnold	58.41	-4.47	53.94	4.47
	00123457	CLEMENTAU	Audrey Christine Clement	1,080.29	-199.02	881.27	193.77
	00123458	GURNEY	Brenna Gurney	2,206.40	-529.62	1,676.78	1,200.46
	00123459	SCOVILLE	Sarah Scoville	2,748.60	-772.53	1,976.07	2,684.75
Fund Totals:				6,093.70	-1,505.64	4,588.06	4,897.01
Totals:				206,392.21	-62,531.23	143,860.98	98,906.31
Report Totals:				206,392.21	-62,531.23	143,860.98	98,906.31

Bank Account Totals

Fund:

A	GENERAL CKING	Security State Bank	139,272.92
B	HOT LUNCH CKING	Security State Bank	4,588.06

Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
01 - GENERAL FUND				
	00041968	03/05/2024	Aflac Administrative Services	1,994.92
	00041969	03/05/2024	Amazon Capital Services	1,773.02
	00041970	03/05/2024	Ameritas Life Insurance Corp	750.67
	00041971	03/05/2024	ASK SUPPLY COMPANY	3,672.44
	00041972	03/05/2024	Beacon Observer	233.12
	00041973	03/05/2024	Blue Cross Blue Shield	60,842.63
	00041974	03/05/2024	Builders How To Warehouse	1,910.13
	00041975	03/05/2024	COZAD SERVICES	326.40
	00041976	03/05/2024	CREDIT MANAGEMENT SERVICE INC.	280.70
	00041977	03/05/2024	Dearborn National	114.72
	00041978	03/05/2024	Divas at Kearney Floral Co	125.00
	00041979	03/05/2024	Eakes office solutions	90.31
	00041980	03/05/2024	Educational Service Unit 10	18,058.18
	00041981	03/05/2024	Facility Advocates	1,797.25
	00041982	03/05/2024	FIVE POINTS BANK	6,375.88
	00041983	03/05/2024	General Fund Clearing Fun	985.76
	00041984	03/05/2024	Harco Athletic Reconditioning, Inc.	1,576.00
	00041985	03/05/2024	Hilton Omaha	8,677.20
	00041986	03/05/2024	Home Town Bank	37,711.53
	00041987	03/05/2024	Hometown Leasing	2,126.00
	00041988	03/05/2024	KSB School Law	485.00
	00041989	03/05/2024	Madison National Life Ins. Co., Inc.	664.48
	00041990	03/05/2024	MG Trust Company	350.00
	00041991	03/05/2024	Nebraska Child Support Payment Center	592.00
	00041992	03/05/2024	Nebraska Rural Community Schools Association	220.00
	00041993	03/05/2024	PowerSchool Group LLC	4,482.02
	00041994	03/05/2024	PestoX	101.29
	00041995	03/05/2024	Quill LLC	170.22
	00041996	03/05/2024	rasmussen mechanical services	1,614.37
	00041997	03/05/2024	Security State Bank	44,004.39
	00041998	03/05/2024	Sem Hot Lunch Fund	752.97
	00041999	03/05/2024	Sem Public School 24-0101	600.00
	00042000	03/05/2024	US Bank	5,124.42
	00042001	03/05/2024	Village Uniform	200.65
	00042002	03/05/2024	Village Of Sumner	738.00
	00042003	03/05/2024	Walmart Community-Capital One	28.01
	00042004	03/05/2024	Yanda's Music And Pro Audio	351.29
01 - GENERAL FUND Totals:				209,900.97
06 - LUNCH FUND				
	00008440	03/05/2024	Ameritas Life Insurance Corp	43.25
	00008441	03/05/2024	Blue Cross Blue Shield	3,814.85

Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
	00008442	03/05/2024	Cash-wa Distributing	8,019.44
	00008443	03/05/2024	Dearborn National	12.54
	00008444	03/05/2024	FIVE POINTS BANK	107.32
	00008445	03/05/2024	Home Town Bank	1,186.40
	00008446	03/05/2024	Madison National Life Ins. Co., Inc.	33.68
	00008447	03/05/2024	Nebraska Department of Health and Human Servi	126.90
	00008448	03/05/2024	Security State Bank	1,155.28
	00008449	03/05/2024	Sem Hot Lunch Fund	49.33
06 - LUNCH FUND Totals:				14,548.99
Report Total:				224,449.96



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



000024870 01 SP 106481971676584 P

ACCOUNT NUMBER 4485 5945 5557 4175
STATEMENT DATE 02-26-2024
AMOUNT DUE \$5,124.42
NEW BALANCE \$5,124.42
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4485594555574175 000512442 000512442

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
4485 5945 5557 4175	Previous Balance	Purchases And Other Charges	+ Cash Advances	+ Cash Advance Fees	+ Late Payment Charges	- Credits	- Payments	= New Balance	
Company Total	\$1,617.62	\$5,124.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1,617.62	\$5,124.42	

CORPORATE ACCOUNT ACTIVITY				
S-E-M PUBLIC SCHOOL 4485-5945-5557-4175				TOTAL CORPORATE ACTIVITY
				\$1,617.62 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-26	02-22	7479826405700000000724	PAYMENT - THANK YOU 00000 C	1,617.62 PY

NEW ACTIVITY					
CANDANCE CONRADT 4485-5900-0683-2212		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$513.06	\$0.00	\$513.06
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-15	02-14	24445004046400203251932	WM SUPERCENTER #598 KEARNEY NE	393.76	
02-26	02-25	24137464057001308042062	HY-VEE GRAND ISLAND 1221 GRAND ISLAND NE	44.93	
02-26	02-25	24226384057091008043728	SAMSCLUB #6461 GRAND ISLAND NE	74.37	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5945-5557-4175		ACCOUNT SUMMARY	
		STATEMENT DATE 02/26/24	DISPUTED AMOUNT .00	PREVIOUS BALANCE
			PURCHASES & OTHER CHARGES	5,124.42
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	1,617.62
			ACCOUNT BALANCE	5,124.42

SEND BILLING INQUIRIES TO:
U.S. BANK
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE
5,124.42



Company Name: S-E-M PUBLIC SCHOOL
Corporate Account Number: 4485 5945 5557 4175
Statement Date: 02-26-2024

NEW ACTIVITY

4485-5910-0171-3316	CREDITS \$0.00	PURCHASES \$12.65	CASH ADV \$0.00	TOTAL ACTIVITY \$12.65
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-29	01-27	24204294027000413868052	MICROSOFT*FORTNITE CREW - 425-6816830 WA <i>renewal</i>	12.65

SEM SCHOOL 4485-5910-0317-3386	CREDITS \$0.00	PURCHASES \$2,186.21	CASH ADV \$0.00	TOTAL ACTIVITY \$2,186.21
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-30	01-29	24692164029105136502185	SQ *EILEEN'S COOKIES KEAR KEARNEY NE	25.50
01-31	01-29	24269794030500550744590	JIMMY JOHNS - 2940 - E 308-236-7337 NE	79.91
02-05	02-02	24000974035043300312613	COBBLESTONE INN WAYNE 402-8331300 NE	168.20
02-05	02-02	24000974035043300312621	COBBLESTONE INN WAYNE 402-8331300 NE	168.20
02-05	02-03	24055244034796659604467	BUFFALO WILD WINGS 0313 GRAND ISLAND NE	50.34
02-05	02-01	24269794033300725539331	VALENTINOS OF COLUMBUS COLUMBUS NE	64.52
02-05	02-02	24445004034300547904952	CASEYS #2738 WAYNE NE	36.90
02-08	02-08	24692164039102566656837	QUIA WEB SUBSCRIPT 650-372-4040 CA	99.00
02-14	02-13	24639234044900010483512	ACROPRINT TECH INC 800-5188925 CA	115.00
02-18	02-14	24116414046400659000634	PERKINS RESTAURANT 2662 OMAHA NE	125.03
02-16	02-15	24116414047091783005000	CUSTOM SPORTS NORFOLK NE	60.00
02-16	02-14	24251384046030053842370	DAYLIGHT DONUTS KEARNEY NE	70.55
02-16	02-15	24445004047000874524549	DOLLAR-GENERAL #9365 CARTER LAKE IA	57.26
02-16	02-14	24692164046105328608567	QDOBA 2570 KEARNEY NE	567.20
02-19	02-17	24137464048100474076136	TST* OMAHA TAP HOUSE - DO OMAHA NE	122.12
02-19	02-16	24231684047837000366908	TEXAS ROADHOUSE #2334 COUNCIL BLUFF IA	110.92
02-19	02-17	24540454049213201077003	QUAKER STEAK & LUBE - 712-3220101 IA	188.01
02-19	02-17	24692164049107601303749	KUM&GO 0370R GRETNA GRETN NE	66.29
02-22	02-21	24137464052200199475952	USPS PO 3086700878 SUMNER NE	7.95
02-23	02-22	24137464053200204162008	USPS PO 3086700878 SUMNER NE	3.31

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KRIS SHOEMAKER 4485-5900-0663-5391	CREDITS \$0.00	PURCHASES \$2,412.50	CASH ADV \$0.00	TOTAL ACTIVITY \$2,412.50
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-24	24445004025200123189195	LITTLE CAESARS 3670-0012 308-237-4544 NE	161.80
01-29	01-27	24692164028104226305634	RAISING CANES 0662 KEARNEY NE	39.98
01-31	01-29	24055244030796960986573	ARBYS 1529 KEARNEY NE	52.81
01-31	01-30	24692164030105911081816	IN *INTEGRATED SECURITY S 402-4620348 NE	1,800.00
02-09	02-08	24445004040400184627924	WM SUPERCENTER #598 KEARNEY NE	39.40
02-09	02-08	24692164039100015632664	SQ *EILEEN'S COOKIES KEAR KEARNEY NE	30.00
02-12	02-08	24269794040500636697125	JIMMY JOHNS - 2940 - E 308-236-7337 NE	181.44
02-13	02-12	24445004044400187430769	WM SUPERCENTER #598 KEARNEY NE	11.82
02-15	02-14	74609054045000012025452	CLASSROOMSCREEN BUNNIK	29.90
02-19	02-17	24231684048837000660754	TEXAS ROADHOUSE #2334 COUNCIL BLUFF IA	70.00
02-19	02-17	24231684049837000427112	PUMP & PANTRY #46 YORK NE	70.30
02-19	02-17	24427334049710022221076	CHICK-FIL-A #03611 OMAHA NE	22.31
02-21	02-20	24137464051200227235205	USPS PO 3086700878 SUMNER NE	10.00
02-21	02-19	74350154052009662885114	NOVISIGN LTD HERZELIYA	40.00
02-22	02-21	24692164052100100768607	APPLE.COM/BILL 866-712-7753 CA	52.74

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EDUCATIONAL SERVICE UNIT 10

PO BOX 850
 KEARNEY NE 68848-0850
 Phone: 308-237-5927

IMPORTANT!
 PLEASE RETURN REMITTANCE
 COPY WITH YOUR PAYMENT
 AND INDICATE WHICH CHARGES
 ARE BEING PAID

SEM PUBLIC SCHOOLS
 PO BOX 126
 SUMNER NE 68878

ACCT NO 192200
 DATE 03/01/2024

DESC CODE	DESCRIPTION	PREVIOUS BALANCE	CURRENT CHARGES	PAYMENTS	PRESENT BALANCE
SPED	SPECIAL EDUCATION	11,321.52			
8500	FEB 2024 AUDIOLOGY BELOW 5		8.73		
8500	FEB 2024 AUDIOLOGY BELOW 5		8.73		
8505	FEB 2024 AUDIOLOGY SCHOOL		34.91		
8505	FEB 2024 AUDIOLOGY SCHOOL		34.91		
8605	FEB 2024 LICENSED MENTAL		1,000.00		
8605	FEB 2024 LICENSED MENTAL		1,000.00		
8100	FEB 2024 OT BELOW 5		141.60		
8100	FEB 2024 OT BELOW 5		141.60		
8105	FEB 2024 OT SCHOOL AGE		566.40		
8105	FEB 2024 OT SCHOOL AGE		566.40		
8400	FEB 2024 PSYCH SERV BELOW 5		267.06		
8400	FEB 2024 PSYCH SERV BELOW 5		267.06		
8405	FEB 2024 PSYCH SERV SCHOOL		1,068.24		
8405	FEB 2024 PSYCH SERV SCHOOL		1,068.24		
7900	FEB 2024 PT BELOW 5		89.01		
7900	FEB 2024 PT BELOW 5		89.01		
7905	FEB 2024 PT SCHOOL AGE		356.05		
7905	FEB 2024 PT SCHOOL AGE		356.05		
8000	FEB 2024 SPED SUPER BELOW 5		142.00		
8000	FEB 2024 SPED SUPER BELOW 5		142.01		
8005	FEB 2024 SPED SUPER SCHOOL		625.15		
8005	FEB 2024 SPED SUPER SCHOOL		625.15		
8200	FEB 2024 SPEECH PATH BELOW 5		2,356.43		
8205	FEB 2024 SPEECH PATH SCHOOL		1,415.65		
8205	FEB 2024 SPEECH PATH SCHOOL		5,187.73		
8300	FEB 2024 VISION SERVICE BELOW		371.90		
1240	FEB 2024 VOC EVALUATIONS		88.16		
8300	FEB 2024- Payment - Thank you			(82.32)	
8500	FEB 2024- Payment - Thank you			21.43	
1240	FEB 2024- Payment - Thank you			81.79	
8505	FEB 2024- Payment - Thank you			85.74	
7900	FEB 2024- Payment - Thank you			112.02	
8400	FEB 2024- Payment - Thank you			193.26	
8000	FEB 2024- Payment - Thank you			235.76	
8100	FEB 2024- Payment - Thank you			240.43	
7905	FEB 2024- Payment - Thank you			448.06	
8405	FEB 2024- Payment - Thank you			773.04	
8005	FEB 2024- Payment - Thank you			928.94	
8105	FEB 2024- Payment - Thank you			961.70	



EDUCATIONAL SERVICE UNIT 10

PO BOX 850
KEARNEY NE 68848-0850
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ARE BEING PAID

SEM PUBLIC SCHOOLS
PO BOX 126
SUMNER NE 68878

ACCT NO 192200
DATE 03/01/2024

DESC CODE	DESCRIPTION	PREVIOUS BALANCE	CURRENT CHARGES	PAYMENTS	PRESENT BALANCE
8605	FEB 2024- Payment - Thank you			1,000.00	
8200	FEB 2024- Payment - Thank you			1,580.42	
8205	FEB 2024- Payment - Thank you			4,741.25	
					18,018.18
TL	TEACHING & LEARNING	0.00			
1170	24442-1 TEACHING & LEARNING		40.00		
					40.00

YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT

TOTAL PREVBAL	TOTAL CHARGES	TOTAL PAYMENT	TOTAL BAL DUE
\$11,321.52	\$18,058.18	\$11,321.52	\$18,058.18

Board of Education Regular Meeting

SEM School Library
205 E 5th Avenue
Sumner, NE 68878

Monday, February 12, 2024 8:00 PM

Mrs. Jennifer Anderson:	Present
Mr. Kirby Burden:	Present
Mrs. Jana Hoos:	Present
Mr. Matthew Hothem:	Present
Mrs. Rachel Hrasky:	Present
Mrs. Laura Robbins:	Present

1. Declaration of Intend – Open Meetings Act

2. Call to Order

2.1. Pledge of Allegiance

2.2. Roll Call of Members

2.3. Recognition of Student Achievement

Students of the month recognized were Merrit Karlburg, Colbie Eggleston, and Jacelyn Hoos

3. Consent Agenda

Motion to approve the consent agenda was made and approved Passed with a motion by Mrs. Jana Hoos and a second by Mr. Kirby Burden.

Yea: 6, Nay: 0

3.1. Approval of Minutes

3.2. Approval of the Monthly bills, Claims and Payroll

3.3. Approval of Treasurer's Report and Budget Report.

4. Administrative Report

4.1. Principal's Report

4.2. Superintendent's Report

5. Board of Education Subcommittee Report(s)

5.1. Americanism Committee

5.2. Policy Committee

5.3. NASB Presidents Retreat Recap

6. Business Items

6.1. Presentation by Mr. Scott Prickett, Five Points Bank

No fees will be involved for our accounts and the daily balances are to be minimum of \$250,000.

Motion to move General Fund (CD) \$ and Depreciation Savings fund \$ to ICS accounts was approved Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Jennifer Anderson.

Yea: 6, Nay: 0

6.2. Consider, Discuss & Approve 2024-2025 Negotiated Agreement between SEM-BOE and SEM-EA

none

Motion to approve the 2024-2025 negotiated agreement, base pay will be \$38,320.00 was passed Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Laura Robbins.

Yea: 6, Nay: 0

6.3. Consider, Discuss, and Approve 2024-2025 Salary for Superintendent Dr. Candace Conradt

none

Motion to approve the 2024-2025 salary of \$136,376.45 for Dr. Candace Conradt was approved. Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Jana Hoos.

Yea: 6, Nay: 0

6.4. Approval of the 2024-2025 ESU 10 Special Education Contract

none

Motion to approve the 2024-2025 Special Education contract from ESU 10 was approved. Passed with a motion by Mrs. Jennifer Anderson and a second by Mr. Kirby Burden.

Yea: 6, Nay: 0

6.5. Consider, Discuss, and Approve ESU 5 Distance Learning Spanish: 2024-2025 Partnership Agreement

none

Motion to approve ESU 5 Long Distance Learning Spanish for the 2024-2025 school year was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Laura Robbins.
Yea: 6, Nay: 0

6.6. Consider, Discuss, and Approve Purchase of Seated Leg Curl Machine

none

Motion to approve the purchase of a seated leg curl machine for \$2846 was approved Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Rachel Hrasky.
Yea: 6, Nay: 0

6.7. Consider, Discuss and Approve Beverage Agreement between Coca-Cola/Dr Pepper Company

none

Move to approve the agreement with Coca Cola/Dr Pepper was approved Passed with a motion by Mrs. Jana Hoos and a second by Mr. Kirby Burden.
Yea: 6, Nay: 0

6.8. Consider, Discuss, and Approve Revised Policy # 4056 - Resignation of Certificated Staff

none

Motion to approve policy 4056 Resignation of Staff was approved Passed with a motion by Mr. Kirby Burden and a second by Mrs. Rachel Hrasky.
Yea: 6, Nay: 0

6.9. Consider, Discuss, and Approve Revised Policy # 5004 Option Enrollment

none

Motion to approve policy 5004 Option Enrollment was approved Passed with a motion by Mr. Matthew Hothem and a second by Mrs. Rachel Hrasky.
Yea: 6, Nay: 0

6.10. Consider, Discuss, and Approve Revised Policy # 5052 School Wellness

none

Motion to approve policy 5052 School Wellness was approved Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Laura Robbins.
Yea: 6, Nay: 0

6.11. Consider, Discuss, and Approve Revised Policy # 6004 Curriculum Development

none

Motion to approve Policy 6004 Curriculum Development was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mr. Kirby Burden.
Yea: 6, Nay: 0

6.12. Consider, Discuss, & Adopt Policy # 6037 Selection and Review of Library Media

none

Motion to approve Policy 6037 Selection and Review of Library Media was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Laura Robbins.
Yea: 6, Nay: 0

6.13. Consider, Discuss, & Adopt Policy # 6038 Artificial Intelligence

none

Motion to approve Policy # 6038 Artificial Intelligence was approved Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Laura Robbins.
Yea: 6, Nay: 0

6.14. Review, Discuss, and Approve Reviewed Policies #'s 1000, 1001 and 1002

none

Motion to accept the review of policies 1001, 1002, & 1003 was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mr. Kirby Burden.
Yea: 6, Nay: 0

6.15. Consider, Discuss, and Approve a Board Retreat

March 20th at 6:30 pm.

Motion to approve board retreat was approved Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Laura Robbins.
Yea: 6, Nay: 0

7. Adjourn

Motion to adjourn at 9:00 p.m. Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Jennifer Anderson.
Yea: 6, Nay: 0

March Board Meeting

February Students Of The Month

PreK-3rd Grade:

Rexton Myers: On one of the popcorn Fridays, one of the second graders forgot their money. Rexton was so generous and bought their popcorn for them as he had extra money. Rexton jumped right in to offer and didn't think twice about it. Rexton is always so kind and thoughtful towards everyone no matter the person.

4th-8th Grade:

Paizlie Cumpston: Paizlie has really turned a corner and is putting forth a HUGE effort in the classroom. When the concepts get difficult she asks questions and then truly leans into listen and understand what she is missing. Just today I looked over and she was on IXL and was trying to get the skill finished when she could have moved onto something easier. She chose to work on the concept and master it. It has been so much fun to see this in her each and every day.

9th-12th Grade:

Colt Schroeder: I always see his helping younger students whether it is with shooting a basket or playing with the younger students. He always has a smile on his face and has a positive outlook on things. I know that several students look up to Colt.

FKC All Conference BB Meeting was tonight in Elm Creek at 7:00. All coaches were informed and went to the meeting.

Coaches are deciding on when to have the winter sports banquet. I believe this will include boys and girls wrestling and boys and girls basketball.

Leg Curl machine has been ordered and will be delivered soon

MTSS team is finalizing dates to have MAPS and NSCAS Growth testing

National Read Across America was a hit with the elementary students last week. They had to hit their reading goals for an opportunity to silly string me. Dress up days and fun activities for the students.

Coaches are getting me their lists of needs for the upcoming year and will be ordering things like balls, scorebooks, tape, ect. Football is up for their rotation this year for new jerseys. I will need to be ordering the new scoreboards and shot clocks, so that they are here and up before next school year. We have received about half of the cost from

coke contract and alumni, and hopefully some more from the foundation. If approved Dr. Conradt can be allocated from general funds, or other funds.

Activities/Meetings Attended

Tuesday, February 13	GBB Sub Districts vs. Pleasanton @ SEM
Thursday, February 15	Teacher Inservice
Thursday, February 15	GBB Sub Districts vs. Amherst @ SEM
Tuesday, February 20	Boys Sub-District BB vs. Elm Creek @ Shelton
Thursday, February 22	Boys Sub-District BB vs. Shelton @ Shelton
Friday, February 23	Zoom Mtg. with Dr. Trudy Clark, NDE Testing & Assessment
Friday, February 23	GBB District Finals vs. St. Mary's @ St. Mary's, O'Neill
Saturday, February 24	BBB District Finals vs. Lawrence Nelson @ SEM
Monday, March 4	Zoom Mtg. with Bryce Wilson, NDE Finance
Tuesday, March 5	IEP Mtg
Wednesday, March 6	Zoom Mtg. with ESU 10 - Superintendent Mtg.
Wednesday, March 6	Boys State Basketball vs. Walthill @ Devaney Center
Friday, March 8	Boys State Basketball @ Lincoln
Saturday, March 9	Boys State Basketball @ Lincoln
Sunday, March 10	Daylight Savings Time

Completed Projects: Civil Rights (CRDC) & Perkins Grants are submitted. Financial Info. for the Finance Mtg.

Projects in progress: Wellness Survey, Vocational Revision Grant, Federal Grants Review (Scheduled for April 9, 2024), teacher evaluations, and survey of teachers on needs for next year.

ACT Test

ALL Juniors will be taking the ACT test on March 26, 2024.

All Sophomores will be taking the PreACT test on March 26, 2024

I was able to secure from NDE free online access to ACT Test Prep Online for all of our Juniors. This will allow them to practice the test in the same format they will be taking the ACT test.

All Certified SEM STAFF

All Certified Staff at SEM have been offered contracts for the 2024-2025 school year! Signed contracts are due back by March 15, 2024.

March Committee Meetings:

Americanism @ 6:45 pm Jen Anderson, Jana Hoos, & Matt Hothem

Building, Grounds & Transportation @ 7:15 pm Kirby Burden, Matt Hothem & Rachel Hrasky

District and Superintendent 2023-2024 Goals on now on the Sparq Data page under the GOALS tab

Board Subcommittees

Budget & Finance

Jennifer Andersen, Jana Hoos, & Laura Robbins

Negotiations

Jennifer Andersen, Jana Hoos, & Laura Robbins

Building, Grounds, & Transportation

Kirby Burden, Matt Hothem, & Rachel Hrasky

Americanism Committee & Curriculum

Jennifer Anderson, Jana Hoos, & Matt Hothem

Policy & Handbook

Kirby Burden, Matt Hothem, & Rachel Hrasky

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district’s other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: February 14, 2022

Revised on: March 11, 2024

Reviewed on: _____

3040 School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

Option 1:

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief

for students. Therefore, memorials are generally not allowed anywhere on school premises.

- ii. Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:
 - a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.
 - b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by the crisis team.
 - c. The crisis team will consider:
 - i. The current research regarding the potential psychological harm that could be caused by a memorial;
 - ii. The potential disruption to the school's learning environment;
 - iii. The cost to the district of erecting and/or maintaining a memorial;
 - iv. Whether prior tragedies have been commemorated by a memorial;
 - v. The potential for future tragedies which could necessitate a similar memorial; and
 - vi. Any other factor which the crisis team deems relevant to its recommendation.
 - d. After consideration of the factors outlined above, the crisis team will make a recommendation as to whether the prohibition against memorials should be waived.

- e. The Superintendent will communicate the crisis team's recommendation to the individual requesting the memorial.
 - f. If the crisis team recommends waiver of the prohibition against memorials, the individual who made the initial request must inform the Superintendent if he/she wishes to ask the board to approve the memorial.
 - g. Memorials may only be approved by the board and only after completion of the process outlined in this policy.
- iii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: April 12, 2021

Revised on: _____

Reviewed on: March 11, 2024

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. 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 non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity'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 [subpart E \(Cost Principles\) of this part](#);
- (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 this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before

the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: November 14, 2022

Revised on: _____

Reviewed on: March 11, 2024

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

Commented [A1]: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student’s attendance.

Commented [A2]: The board may select any number of unexcused absences to trigger the meeting requirements.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Adopted on: February 14, 2024
Revised on: _____
Reviewed on: March 11, 2024

4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: December 13, 2023

Revised on: _____

Reviewed on: March 11, 2024

4031

Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: December 13, 2021

Revised on: _____

Reviewed on: March 11, 2024