MULLEN BOARD OF EDUCATION
July 14, 2025
Regular Board Meeting Agenda
7:00 PM

1. Call to order, roll call, and excuse board member absences.
2. Approval of the June 9, 2025 Board Meeting minutes.
3. Discuss, consider and take all necessary action to approve the 2025-2026 Nebraska Rural Community Schools Association for Mullen Public Schools.
4. Discuss, consider and take all necessary action to approve the claim from the Hooker County Tribune for $223.11.
5. Approval of the following July claims: Payroll $258,130.94, General Fund $19,416.46, Lunch Fund $203.56, Depreciation Fund $7,697.50, and June Activity Fund $12,442.36.
6. Public Comment
7. Hearing for Policy 5018 Parent Involvement in Education Practices.
8. Discuss, consider and take all necessary action to approve revisions to policy 5018.Parental Involvement in Education Practices.
9. Hearing for Policy 5045 Student Fees
10. Discuss, consider and take all necessary action to approve the revisions to policy 5045 Student Fees.
11. Hearing for Policy 5057 District Title 1 Family and Engagement
12. Discuss, consider and take all necessary action to approve the review of Policy 5057 District Title 1 Family and Engagment.
13. Discuss, consider and take all necessary action to approve the review of policy 5054 Student Bullying
14. Discuss, consider and take all necessary action to approve 1000 & 2000 Series Policy Revisions to policies: 1002, 2006, and 2008
15. Discuss, consider and take all necessary action to approve 3000 & 4000 Series Policy Revisions to policies: 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, & 4059.
16. Discuss, consider and take all necessary action to approve 5000 & 6000 series policy updates for policies: 5001, 5002, 5003, 5015, 5016, 5031, 6031, & 6034.
17. Discuss, consider and take all necessary action to approve adoption of the following 6000 series policies: 6025 Student Cell Phone and Other Electronic Devices, 6040 Prekindergarten (Preschool) or Early Childhood Education, 6044 Participation and Assignment of Athletic Teams, & 6045 Behavioral Intervention.
18. Discuss, consider and take all necessary action to approve the propane bid for Mullen Public Schools 2025-2026.
19. Discuss, consider and take all necessary action to approve the purchase of a car for transportation purposes.
20. Administrative Reports
    20.a. Mr. Kuncl- Superintendent Report
21. Board Reports
22. Next Meeting - Monday August 11, 2025 at 7:00 PM
23. Adjournment

Please follow the board meeting at https://meeting.sparqdata.com/Public/Organization/393

The Mullen Board of Education reserves the right to go into Closed Session for purposes in accordance with LB 84-1410(1)

MULLEN BOARD OF EDUCATION
MINUTES
June 9, 2025

The regular meeting of the Mullen School Board was called to order at 7:00 p.m. by President Liza Simonson She announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Mike French, Dane Peterson, Casey Phillips, Liza Simonson, Michael Stichka, Patrick Wright. Also present were 3 administrators, 4 staff members, and 9 patrons

Motion by Dane Peterson, second by Patrick Wright to approve the minutes from May 12, 2025, Regular Board Meeting. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

Motion by Mike French, second by Michael Stichka to approve option enrollment for Bryndal and Wyatt Greeley. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

Motion by Casey Phillips, second by Dane Peterson to approve the first payment for the energy savings lighting project to Facility Advocates through the depreciation account. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

Motion by Patrick Wright, second by Michael Stichka to Discuss, consider and take all necessary action to approve the claim from the Hooker County Tribune for $345.55. Motion carried.
Casey Phillips: yes, Dane Peterson: Abstain (With Conflict), Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 5, no: 0, Abstain (With Conflict): 1

Motion by Casey Phillips, second by Mike French to Approval of the following June claims: Payroll $295,643.57, General Fund $63,318.88, Lunch Fund $550.65, Depreciation Fund $49,437.50, and May Activity Fund $11,088.64. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

Public Comment was offered.

Lacie Hanks of Mullen spoke about her excitement of the implementation of a preschool program and the development of early childhood education. Lacie spoke with enthusiasm about the value that a preschool program will have for not only her kids, but all kids in the Mullen Public Schools district.

Lori Folk-Freeze of Mullen spoke as one of the local daycare providers in Mullen and said that she believes a preschool would be a good program for Mullen Public Schools. She spoke about her experience with HeadStart programs and believes this would be great for kids. She said that she would like to collaborate directly with the early childhood teacher and that she was concerned about full-day schedules and would like to advocate for rest time for those students. Lori spoke about her excitement about having a fully certified teacher with a high-quality curriculum, and how that would be great for our preschool students.

Harlee Fischer of Mullen spoke in support of the implementation of a preschool program and that she believes it would be a huge benefit to Mullen Public Schools. She said that she believes students will be able to build a very solid educational foundation with the help of a fully certified teacher and a high-quality curriculum.

Stacey Vinton of Mullen spoke in support of the implementation of a preschool program and that she believes the program will be vital in developing early childhood skills within the Mullen Public School district. Stacey spoke about the value of increasing days in the kindergarten program from 3 days to 4 days to 5 days, and how that had a profound impact on primary assessment scores in reading and in math. Stacey voiced that she believes a preschool program would have a similar if not greater impact on student growth at Mullen Elementary. Stacey spoke about her passion for being available to help give students early learning and early intervention to help students prepare for the next level of schooling.

Shelby Mauler of Mullen provided a letter to the board of education that was read by Brett Mauler. The letter stated in great detail several data points comparing public preschool to private preschool, and how public preschool can provide more learning opportunities due to funding, support, a fully certified educator, and the accountability that is held on a public preschool. She highlighted the positive effect on the cognitive development that preschool has on early childhood students.

Brett Mauler of Mullen spoke, and he said "I am stepping aside from my principal role for a few minutes, and I am here to express my concerns as a Mullen taxpayer and, more importantly, as a parent of two young children who will be attending Mullen Public School. I am here to speak about something that I am truly passionate about. Adding an in-district public preschool is something that I strongly believe is best for kids, best for the community of Mullen, and what is best for the future of Mullen Public Schools." Brett spoke about this passion and pride for being employed by Mullen Public Schools and being a member of the Mullen community. Brett said that he witnesses how amazing our teachers are each and every day. Brett exclaimed personally feel like many people from Mullen take our school system for granted, and they think all schools are like us. He quoted "I can assure you they are not as I have lived it and seen it from other perspectives! I truly believe Mullen is an anomaly unlike any place I have ever seen. Even as great as our teachers are, I can assure you we are always looking for ways to improve and do what is best for kids, because the beauty of education is you never stop learning and there are always new ways to up your game and improve your craft. After having some great conversations with our lower elementary teachers, we believe having an in-school public preschool is our next step to improving our educational opportunities and doing what is best for kids." Brett went on to say "In a quick Google search for 'How many schools have a preschool in Nebraska' it will read 'In 2023/2024 there were 224 approved districts-operated early childhood programs in the state of Nebraska.' In another quick Google search, you can type in 'How many school districts are in the state of Nebraska' and the answer will be '245 school districts as of January 1st, 2025'. Here is a quick estimate of only 21 school districts in Nebraska that don't have an in-school preschool program. For a school like Mullen that prides itself on being leaders of education this is not where we want to be." In closing Brett said "My wife and I moved to and have chosen to stay in Mullen because of its excellent, progressively conservative school

system that prepares kids for the future. To me, this is an obvious next step for our school system to do what is best for kids. I know you have received a lot of emails in support of this from young families and teachers. My suggestion is to listen to their words, listen to their voices, as these people are raising the next generation of Mullen citizens. The words of mothers and fathers of young children should be a priority of this district as the school and its future are the heartbeat of this community. Mullen is not a dying town like many small towns across this state. We have several young families moving here that are from here and many families like my own that are outsiders that are proud to call Mullen home. We want to continue to be at the top of the education system and this is the next step. In the board goals that were completed this past school year there were two things that stood out to me. 1. To get an in-school preschool in the next two years and 2. To highlight and support our teachers that we already have. Our primary elementary teachers have shown you the support needed to make this decision as this is what our primary education teachers want. You have an opportunity tonight to make sure both of these board goals happen. My suggestion is to do what is best for kids and the future of Mullen Public Schools and you can't make a wrong decision."

Motion by Casey Phillips, second by Dane Peterson to approve Superintendent Chris Kuncl as District Representative - including Non-discrimination Compliance Coordinator. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

Mr. Kuncl began the discussion with the suggestion of making the Lariat Gym the community gym option for gym memberships. Both Tyler Gracey and Kelley Carr spoke about how the Hilltop gym suffered damage from a variety of factors such as being the community gym. The Hilltop gym is the main physical education classroom for MPS, and it is the competition gym for all MPS athletic competitions. Mr. Kvanvig, Mr. Kuncl, Mr. Mauler, Tyler and Kelley all voiced their opinion in wanting to change to the Lariat being the community membership gym. The board asked Tyler and Kelley some questions about relieving some of the burden of taking care of both gyms and both Tyler and Kelley said this would be a better option for them. Motion by Mike French, second by Casey Phillips to approve the revised Gym-Weight Room Use Agreement to start effective on June 16, 2025. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

The board of education began the discussion on the implementation of a preschool program. The board exclaimed that after hearing public comments in support of the preschool program and receiving several emails in support of the preschool program outweighing the emails in opposition, it would be a great opportunity to start a public preschool within Mullen Public Schools. Liza Simonson spoke about the importance of being fiscally responsible and the importance of doing what is best for kids. She said, "After the details provided by Mr. Kuncl, it appears that we are fiscally able to implement this program using grant funding and general funding that will not overly increase our tax asking for the 2025-2026 school year. This decision would be both fiscally responsible, and we would be doing what is best for kids." Motion by Patrick Wright, second by Mike French to approve the implementation of a Mullen Public Schools Little Bronco Preschool program. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

The board discussed giving Mr. Kuncl the authority to offer a contract for an Early Childhood Teacher/Coordinator to get started on preschool program preparations. Motion by Mike French, second by Dane Peterson to approve a teaching contract to be offered for the early childhood education coordinator/teacher for the 2025-2026 school year. Motion carried.
Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes
yes: 6, no: 0

Mr. Phil Hoyt provided the school board with a detailed activities report that was read by Mr. Kuncl.

Mr. Mauler provided a K-5 multi-cultural report, meeting Rule 10 requirements.

Mr. Kvanvig provided the school board with a detailed 6-12 principal report.

Mr. Kvanvig provided the 6-12 multi-cultural report, meeting Rule 10 requirements.

Mr. Kuncl provided the board of education with a detailed district report.

Next meeting will be Monday July 14, 2025, at 7:00 PM.

President Liza Simonson declared the meeting adjourned at 8:19 PM.

As soon as next month's meeting notice is posted on the Mullen Public Schools website, an agenda will be available for public inspection on both the school website and on the SPARQ meetings site.

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Chris Kuncl, Recording Secretary

Nebraska Rural Community Schools Association

Invoice

Nebraska Rural Community Schools Association
440 S.13th St, Ste B
Lincoln, NE 68508

Invoice #: 1140

Date: 7/1/2025

Bill To:

Mullen Public Schools
PO Box 127
Mullen NE 69152

For: 2025-26 NRCSA Membership Dues

Item	Amount
2025-26 NRCSA Dues Renewal	*$850.00*

Invoice Total *$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail:jbundy@nrcsa.net

Mullen Public Schools

July Claims 07/14/2025

PAYROLL

Fund	Description	Amount
01	GENERAL FUND	$256,581.90
06	LUNCH FUND	$1,549.04
Total		**$258,130.94**

GENERAL FUND-Hooker County Tribune

Check Number	Payee	Description	Amount
22401	Hooker County Tribune	meeting notices/minutes/claims, HS/MS library subscription	$223.11

GENERAL FUND

Check Number	Payee	Description	Amount
22384	AmazonE	classroom supplies, cameras	$488.85
22385	At&t	long distance phone service	$90.35
22386	Bloom Pest Control	pest control maintenance	$325.00
22387	Book Systems	library web based system renewal	$2,068.00
22388	Call's Garage Inc	mower blades/oil filter	$177.67
22389	Chris Kuncl	cell phone reimb	$100.00
22390	Consolidated	phone service	$504.05
22391	Consolidated Plastics	entryway mats for Hilltop	$320.00
22392	ESU #10	Powerschool end of year & Conf Forsen	$185.00
22393	ESU #13	Coons training	$25.00
22394	ESU #16	SRS Fees 2025-26	$499.00
22395	Fairfield Inn	lodging: school law conf, CANVAS training	$669.00
22396	General Fund-petty Cash	misc reimb: windshield, SPED petty cash	$629.60
22397	Handyman Hardware	maintenance supplies	$434.22
22398	HireRight LLC	Activity Bus Driver Random Screening	$154.20
22399	Holiday Inn Kearney	Forsen PS conf	$278.00
22400	Hometown Leasing	copier lease contract	$852.90
22402	Kwik Stop	gas	$639.93
22403	Macke's	supplies	$53.35
22404	Menards - North Platte	maintenance supplies	$109.87
22405	Mullen Auto & Diesel LLC	vehicle maint	$3,599.98
22406	National Rural Education Association	2025-26 Membership Kuncl	$75.00
22407	Ne Rural Comm Schools Assoc	2025-26 Dues Renewal	$850.00
22408	Nebraska Council School Admin	2025 Legal Session livestream	$75.00
22409	Renaissance Learning Inc	Fast Bridge Testing for Title 1	$1,781.60
22410	Select Carpet & Tile LLC	carpet glue	$150.00
22411	Southwest Farm and Auto Supply	mower parts	$141.86
22412	U.S. Bank	travel, classroom instruction	$135.12
22413	Village Of Mullen	utilities 5/21/25 - 6/24/25	$3,780.80
		TOTAL	**$19,193.35**
		TOTAL GENERAL	**$19,416.46**

LUNCH FUND

Check Number	Payee	Description	Amount
3681	Fairfield Inn & Suits	Sysco training lodging	$110.00
3682	U.S. Bank	Sysco training/travel	$93.56
		TOTAL	**$203.56**

DEPRECIATION FUND

Check Number	Payee	Description	Amount
1354	Egan Supply Co	resurface gym floors	$7,697.50
		TOTAL	**$7,697.50**

Activity Detail Report

SELECTED Data

Date Range: 06/01/2025 thru 06/30/2025

Arranged by:
Group ID, Activity Number

Group ID and Description	Activity Number and Name	Reporting ID and Description	Sponsor
A GENERAL FUND			
	210 MISCELLANEOUS		

Receipts

Date	Receipt	Deposit	From	Description	Amount
06/10/2025	000000		Lunch Fund	grill from Sam's	214.98

Expenditures

Date	PO Number	Check	Vendor	Description	Amount
06/02/2025		007198	Diamond Auto Glass	suburban windshield	525.00
06/10/2025		007199	CASH (PAM GINKENS)	SPED petty cash borrowed from cash	104.60
				Expenditures Total:	629.60

Activity and Budget Totals

Beginning Balance	-214.98
Receipts	214.98
Expenditures	629.60
Adjustments	0.00
Cash Balance	-629.60
Outstanding POs	0.00
Unencumbered Balance	-629.60

Group Totals

Beginning Balance	-214.98
Receipts	214.98
Expenditures	629.60
Adjustments	0.00
Cash Balance	-629.60
Outstanding POs	0.00
Unencumbered Balance	-629.60

Mullen Public Schools

Cash Summary Report June 2025

Fund	Description	Beginning Balance	Revenue	Expenditure	interfund transfer	Ending Balance
01	GENERAL FUND	$2,512,893.18	$237,999.35	($350,867.26)		$2,400,025.27
02	DEPRECIATION FUND	$339,406.62	$875.23	($49,437.50)		$290,844.35
03	EMPLOYEE BENEFIT FUND	$79,347.29	$219.02			$79,566.31
06	LUNCH FUND	$15,836.64	$187.57	($8,991.39)		$7,032.82
08	SPECIAL BUILDING FUND	$455,609.62	$1,257.61			$456,867.23
05	ACTIVITY FUND	$234,100.81	$5,733.81	($12,442.36)		$227,392.26
	PETTY CASH FUND	$16,013.26	$2,486.86	($5,997.07)		$12,503.05
	CAFETERIA PLAN	$7,298.05	$637.68			$7,935.73
		$3,660,505.47	**$249,397.13**	**($427,735.58)**	**$0.00**	$3,482,167.02

County Treasurer's Report July 2025 Receipts (June collections)

	GENERAL
HOOKER	$20,295.32
CHERRY	$26,158.25
THOMAS	$1,409.71
TOTAL	**$47,863.28**

Cash Summary Report YTD 2024-2025

Fund	Description	Beginning Balance	Revenue	Expenditure	interfund transfer	Ending Balance
01	GENERAL FUND	$1,484,509.70	$4,641,516.34	($3,671,000.77)	($55,000.00)	$2,400,025.27
02	DEPRECIATION FUND	$398,495.65	$10,201.20	($117,852.50)		$290,844.35
03	EMPLOYEE BENEFIT FUND	$77,297.94	$2,268.37	$0.00		$79,566.31
06	LUNCH FUND	$29,413.15	$85,721.65	($163,101.98)	$55,000.00	$7,032.82
08	SPECIAL BUILDING FUND	$443,842.34	$13,024.89	$0.00		$456,867.23
05	ACTIVITY FUND	$244,004.29	$138,853.05	($155,465.08)		$227,392.26
	PETTY CASH FUND	$5,612.44	$25,692.50	($18,801.89)		$12,503.05
	CAFETERIA PLAN	$6,481.52	$7,369.96	($5,915.75)		$7,935.73
		$2,689,657.03	**$4,924,647.96**	**($4,132,137.97)**	**$0.00**	**$3,482,167.02**

Check Summary

Sorted by Check Number.
From 06/01/2025 to 06/30/2025.

Check Number	Site ID	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
039409	Mullen	Printed	06/02/2025	BUTCHER BLOCK		5/14/2025	Boys Golf invite concessions/hospitality	112.50
039410	Mullen	Printed	06/02/2025	Caterers R Us		4/29/2025	FFA Banquet meal (65@$11)	715.00
039411	Mullen	Printed	06/02/2025	HANDYMAN HARDWARE		5/10/2025	graduation flowers	285.00
039412	Mullen	Printed	06/02/2025	Highway 2 Depot		4/29 & 5/13	Elem rewards ice cream	170.25
039413	Mullen	Printed	06/02/2025	Stadium Sports		14268	MNAC/MAC All Star t-shirts	436.00
039414	Mullen	Printed	06/05/2025	MIKE BROWN		State Golf Reimb	reimb state golf room/meal	445.21
039415	Mullen	Printed	06/05/2025	CSC Football		June 9-11	FB camp	3,500.00
039416	Mullen	Printed	06/05/2025	PERKINS COUNTY HS		January 14 2025	JV Wrestling entry fee	50.00
039417	Mullen	Printed	06/10/2025	MACKES GROCERY		1938 May	golf invite/athletic banquet supplies	178.64
039418	Mullen	Printed	06/10/2025	MENARDS		15244	staff end of year party prizes	53.64
039419	Mullen	Printed	06/10/2025	National Association of Secondary School Prin		9001971269	NHS affiliation 7/2025-6/2026	385.00
039420	Mullen	Printed	06/10/2025	Ace Hardware		254005	varnish	69.99
039421	Mullen	Printed	06/10/2025	U.S. Bank		May 2025	credit card purchases	6,041.13
							Report Total:	12,442.36

Check Detail

Sorted by Check Number, Site ID.
From 06/01/2025 to 06/30/2025.

Check # / Status	Issue Date / Status Date / PO Number	Vendor Name / Site ID / Activity ID	1099? / Activity Name	Invoice Number	Creator / Description	Approver	Printer	Amount
039409	06/02/2025	BUTCHER BLOCK			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/02/2025	Mullen	No	5/14/2025	Boys Golf invite concessions/hospitality			
		1811	Bronco Boys Golf					50.00
		5011	Boys Golf					62.50
								112.50
039410	06/02/2025	Caterers R Us			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/02/2025	Mullen	Yes	4/29/2025	FFA Banquet meal (65@$11)			
		1050	FFA					715.00
039411	06/02/2025	HANDYMAN HARDWARE			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/02/2025	Mullen	Yes	5/10/2025	graduation flowers			
		0725	Class of 2025					285.00
039412	06/02/2025	Highway 2 Depot			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/02/2025	Mullen	No	4/29 & 5/13	Elem rewards ice cream			
		1125	ELEMENTARY ACTIVITIES					170.25
039413	06/02/2025	Stadium Sports			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/02/2025	Mullen	No	14268	MNAC/MAC All Star t-shirts			
		1807	Bronco Basketball					436.00
039414	06/05/2025	MIKE BROWN			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/05/2025	Mullen	No	State Golf Reimb	reimb state golf room/meal			
		1811	Bronco Boys Golf					87.21
		5011	Boys Golf					358.00
								445.21
039415	06/05/2025	CSC Football			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/05/2025	Mullen	No	June 9-11	FB camp			
		1802	Bronco Football					3,500.00
039416	06/05/2025	PERKINS COUNTY HS			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/05/2025	Mullen	No	January 14 2025	JV Wrestling entry fee			
		5008	Wrestling					50.00
039417	06/10/2025	MACKES GROCERY			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/10/2025	Mullen	No	1930 May	supplies			
		0500	FCCLA--LOCAL					9.06
039417	06/10/2025	MACKES GROCERY			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/10/2025	Mullen	No	1938 May	golf invite/athletic banquet supplies			
		5000	NSAA Activities					32.56
		5011	Boys Golf					137.02
								169.58
039418	06/10/2025	MENARDS			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/10/2025	Mullen	No	15244	staff end of year party prizes			
		0450	Wellness					53.64
039419	06/10/2025	National Association of Secondary			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/10/2025	Mullen	No	9001971269	NHS affiliation 7/2025-6/2026			
		1500	NATIONAL HONOR SOCIETY					385.00
039420	06/10/2025	Ace Hardware			Pam Ginkens	Pam Ginkens	Pam Ginkens	
Printed	06/10/2025	Mullen	No	254005	varnish			
		1020	Mullen Markings (Engraving Business)					69.99

Check Detail

Sorted by Check Number, Site ID.
From 06/01/2025 to 06/30/2025.

Check # / Status	Issue Date / Status Date	Vendor Name / Site ID	1099?	Invoice Number	Creator / Description	Approver	Printer
039421	06/10/2025	U.S. Bank			Pam Ginkens	Pam Ginkens	Pam Ginkens
Printed	06/10/2025	Mullen	No	May 2025	credit card purchases		

PO Number	Activity ID	Activity Name	Amount
	0520	FCCLA--NATIONAL	1,810.54
	1020	Mullen Markings (Engraving Business)	222.00
	1801	Broncos Cross Country	546.69
	1809	Bronco Track Team	1,076.23
	5009	Track & Field	2,385.67
			6,041.13

Grand Total : 12,442.36

ALL Data

Check Summary Report

Arranged by:
Check Number

Date: 06/01/2025 thru 06/30/2025

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
007197	C	06/02/2025	BLUE CROSS BLUE SHIELD		9 mos employees group	5,367.47
007198	C	06/02/2025	Diamond Auto Glass		suburban windshield	525.00
007199	C	06/10/2025	CASH (PAM GINKENS)		SPED petty cash borrowed	104.60
					Report Total:	**5,997.07**

Mullen Public Schools

Rollup Report

Cycle: FY24-25; 1st Detail Element: FUND; 1st Detail Level: None; 2nd Detail Element: FUNCTION; 2nd Detail Level: None; 3rd Detail Element: None; 3rd Detail Level: None; 4th Detail Element: None; 4th Detail Level: None; 5th Detail Element: None; 5th Detail Level: None; Account Expression: ([FUND] <> "05") AND ([FUNCTION] >= "01100") ; 1st Subtotal Element: FUND; 1st Subtotal Rollup Level: None; 2nd Subtotal Element: None; 2nd Subtotal Rollup Level: None; 3rd Subtotal Element: None; 3rd Subtotal Rollup Level: None; 4th Subtotal Element: None; 4th Subtotal Rollup Level: None; 5th Subtotal Element: None; 5th Subtotal Rollup Level: None; Begin Date: 07/01/2025; End Date: 07/31/2025; Subtotal on Account Type: Yes; Include Encumbrances: Yes

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - GENERAL FUND	01100 - Regular Instruction	$152,647.15	$1,986,896.97	$1,986,896.97	$1,806,946.04	$23,356.88	$156,594.05	90.94
01 - GENERAL FUND	01200 - SPED Instruction School Age	$14,971.80	$395,140.58	$395,140.58	$406,617.56	$105.89	($11,582.87)	102.90
01 - GENERAL FUND	02110 - Attendance & Social Work Services	$0.00	$15,694.75	$15,694.75	$10,115.06	$0.00	$5,579.69	64.45
01 - GENERAL FUND	02120 - Guidance Services	$6,518.79	$78,743.10	$78,743.10	$64,231.66	$0.00	$14,511.44	81.57
01 - GENERAL FUND	02130 - Health Services	$0.00	$8,500.00	$8,500.00	$737.38	$0.00	$7,762.62	8.68
01 - GENERAL FUND	02140 - Psychological Services regular education	$0.00	$60,000.00	$60,000.00	$7,152.80	$0.00	$52,847.20	11.92
01 - GENERAL FUND	02141 - Psychological Services SPED school age	$0.00	$27,431.00	$27,431.00	$19,715.76	$0.00	$7,715.24	71.87
01 - GENERAL FUND	02151 - Speech Pathology/Audiology SPED School Age	$0.00	$68,345.00	$68,345.00	$57,452.49	$0.00	$10,892.51	84.06
01 - GENERAL FUND	02161 - Occupational Therapy SPED School Age	$0.00	$13,930.00	$13,930.00	$13,911.83	$0.00	$18.17	99.87
01 - GENERAL FUND	02171 - Physical Therapy SPED school age	$0.00	$5,844.00	$5,844.00	$5,759.00	$0.00	$85.00	98.55
01 - GENERAL FUND	02190 - Support Services Non-SPED	$335.01	$39,600.00	$39,600.00	$12,671.33	$0.00	$26,928.67	32.00
01 - GENERAL FUND	02210 - Improvement of Instruction	$0.00		$0.00	$503.56	$0.00	($503.56)	
01 - GENERAL FUND	02211 - School Improvement	$0.00		$0.00	$542.35	$3,495.00	($4,037.35)	
01 - GENERAL FUND	02213 - Instructional Staff Training	$440.00	$6,229.50	$6,229.50	$8,310.93	$149.00	($2,230.43)	133.41
01 - GENERAL FUND	02220 - Library/Media Services	$5,363.42	$71,601.88	$71,601.88	$40,875.34	$224.21	$30,502.33	57.09
01 - GENERAL FUND	02224 - Educational Television Services	$0.00	$24,000.00	$24,000.00	$0.00	$0.00	$24,000.00	0.00
01 - GENERAL FUND	02230 - Instruction Related Technology	$3,998.98	$73,629.46	$73,629.46	$49,933.79	$775.00	$22,920.67	67.82
01 - GENERAL FUND	02240 - Academic Student Assessment (not teacher initiated)	$1,781.60		$0.00	$3,356.60	$2,130.00	($5,486.60)	
01 - GENERAL FUND	02310 - Board of Education	$1,038.11	$355,243.58	$355,243.58	$28,342.09	$0.00	$326,901.49	7.98
01 - GENERAL FUND	02320 - Executive Administration	$15,623.04	$200,165.66	$200,165.66	$175,226.29	$0.00	$24,939.37	87.54
01 - GENERAL FUND	02330 - District Legal Services	$0.00	$25,000.00	$25,000.00	$3,913.00	$0.00	$21,087.00	15.65
01 - GENERAL FUND	02410 - Office of the Principal	$26,664.93	$353,834.00	$353,834.00	$343,101.31	$2.35	$10,730.34	96.97
01 - GENERAL FUND	02490 - School Administration-Other	$3,101.88	$43,156.50	$43,156.50	$10,112.67	$0.00	$33,043.83	23.43
01 - GENERAL FUND	02510 - Fiscal Services	$9,386.55	$146,266.66	$146,266.66	$132,716.67	$23.79	$13,526.20	90.74
01 - GENERAL FUND	02570 - Personnel Services	$0.00		$0.00	$682.66	$0.00	($682.66)	
01 - GENERAL FUND	02580 - Administrative Technology Services	$744.74	$9,938.61	$9,938.61	$8,280.90	$0.00	$1,657.71	83.32
01 - GENERAL FUND	02610 - Operation of Buildings/Custodial	$4,137.50	$240,600.00	$240,600.00	$140,081.02	$0.00	$100,518.98	58.22
01 - GENERAL FUND	02620 - Maintenance of Buildings	$23,205.50	$352,684.00	$352,684.00	$282,660.21	$0.00	$70,023.79	80.15
01 - GENERAL FUND	02630 - Grounds Care/Upkeep	$614.21	$18,200.00	$18,200.00	$23,628.41	$0.00	($5,428.41)	129.83

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FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - GENERAL FUND	02650 - Vehicle Operation/Maint/Purchase (non student transport)	$485.25		$0.00	$4,781.73	$0.00	($4,781.73)	
01 - GENERAL FUND	02660 - Security	$0.00	$8,000.00	$8,000.00	$2,292.47	$0.00	$5,707.53	28.66
01 - GENERAL FUND	02670 - Safety	$405.00	$5,999.02	$5,999.02	$7,766.79	$0.00	($1,767.77)	129.47
01 - GENERAL FUND	02710 - Vehicle Operation/Purchase - Regular Education	$210.90	$244,456.94	$244,456.94	$149,101.79	$0.00	$95,355.15	60.99
01 - GENERAL FUND	02730 - Vehicle Service/Maint Regular Education	$4,023.35	$15,000.00	$15,000.00	$15,452.18	$0.00	($452.18)	103.01
01 - GENERAL FUND	03535 - High Ability Learners	$0.00	$3,500.00	$3,500.00	$4,705.18	$0.00	($1,205.18)	134.43
01 - GENERAL FUND	03540 - State Early Childhood Grant	$0.00		$0.00	$0.00	$12,100.14	($12,100.14)	
01 - GENERAL FUND	03551 - Career Education	$0.00		$0.00	$2,893.90	$0.00	($2,893.90)	
01 - GENERAL FUND	06200 - Title I Part A	$0.00	$42,983.51	$42,983.51	$34,377.35	$0.00	$8,606.16	79.98
01 - GENERAL FUND	06310 - Title II Part A	$300.65		$0.00	$300.65	$0.00	($300.65)	
01 - GENERAL FUND	06406 - IDEA Preschool (619) Base Allocation	$0.00	$1,600.00	$1,600.00	$1,553.00	$0.00	$47.00	97.06
01 - GENERAL FUND	06408 - IDEA Part B(611) Base/Enrollment Poverty Age 0-21	$0.00	$36,200.00	$36,200.00	$36,121.00	$0.00	$79.00	99.78
01 - GENERAL FUND	06969 - Title IV Part A ESEA/ESSA SSAE Grant	$0.00	$10,000.00	$10,000.00	$10,000.00	$0.00	$0.00	100.00
01 - GENERAL FUND	06992 - REAP	$0.00	$42,400.00	$42,400.00	$19,734.38	$0.00	$22,665.62	46.54
01 - GENERAL FUND	08000 - Transfers-Outgoing	$0.00	$70,000.00	$70,000.00	$0.00	$0.00	$70,000.00	0.00
01 - GENERAL FUND	09005 - Non Program Expenditures	$0.00		$0.00	$55,000.00	$0.00	($55,000.00)	
Subtotal of Account Type: Expenditure		**$275,998.36**	**$5,100,814.72**	**$5,100,814.72**	**$4,001,659.13**	**$42,362.26**	**$1,056,793.33**	
Subtotal of Element: [FUND] 01 - GENERAL FUND		**$275,998.36**	**$5,100,814.72**	**$5,100,814.72**	**$4,001,659.13**	**$42,362.26**	**$1,056,793.33**	
02 - DEPRECIATION FUND	02900 - Other Support Services	$7,697.50	$554,293.43	$554,293.43	$125,550.00	$0.00	$428,743.43	22.65
Subtotal of Account Type: Expenditure		**$7,697.50**	**$554,293.43**	**$554,293.43**	**$125,550.00**	**$0.00**	**$428,743.43**	
Subtotal of Element: [FUND] 02 - DEPRECIATION FUND		**$7,697.50**	**$554,293.43**	**$554,293.43**	**$125,550.00**	**$0.00**	**$428,743.43**	
03 - EMPLOYEE BENEFIT FUND (unemplo	02900 - Other Support Services	$0.00	$78,734.02	$78,734.02	$0.00	$0.00	$78,734.02	0.00
Subtotal of Account Type: Expenditure		**$0.00**	**$78,734.02**	**$78,734.02**	**$0.00**	**$0.00**	**$78,734.02**	
Subtotal of Element: [FUND] 03 - EMPLOYEE BENEFIT FUND (unemplo		**$0.00**	**$78,734.02**	**$78,734.02**	**$0.00**	**$0.00**	**$78,734.02**	
06 - LUNCH FUND	03100 - Food Service Operations	$1,752.60	$165,743.23	$165,743.23	$164,671.07	$0.00	$1,072.16	99.35
Subtotal of Account Type: Expenditure		**$1,752.60**	**$165,743.23**	**$165,743.23**	**$164,671.07**	**$0.00**	**$1,072.16**	
Subtotal of Element: [FUND] 06 - LUNCH FUND		**$1,752.60**	**$165,743.23**	**$165,743.23**	**$164,671.07**	**$0.00**	**$1,072.16**	
08 - SPECIAL BUILDING FUND	04700 - Building Improvements	$0.00	$453,604.32	$453,604.32	$0.00	$0.00	$453,604.32	0.00

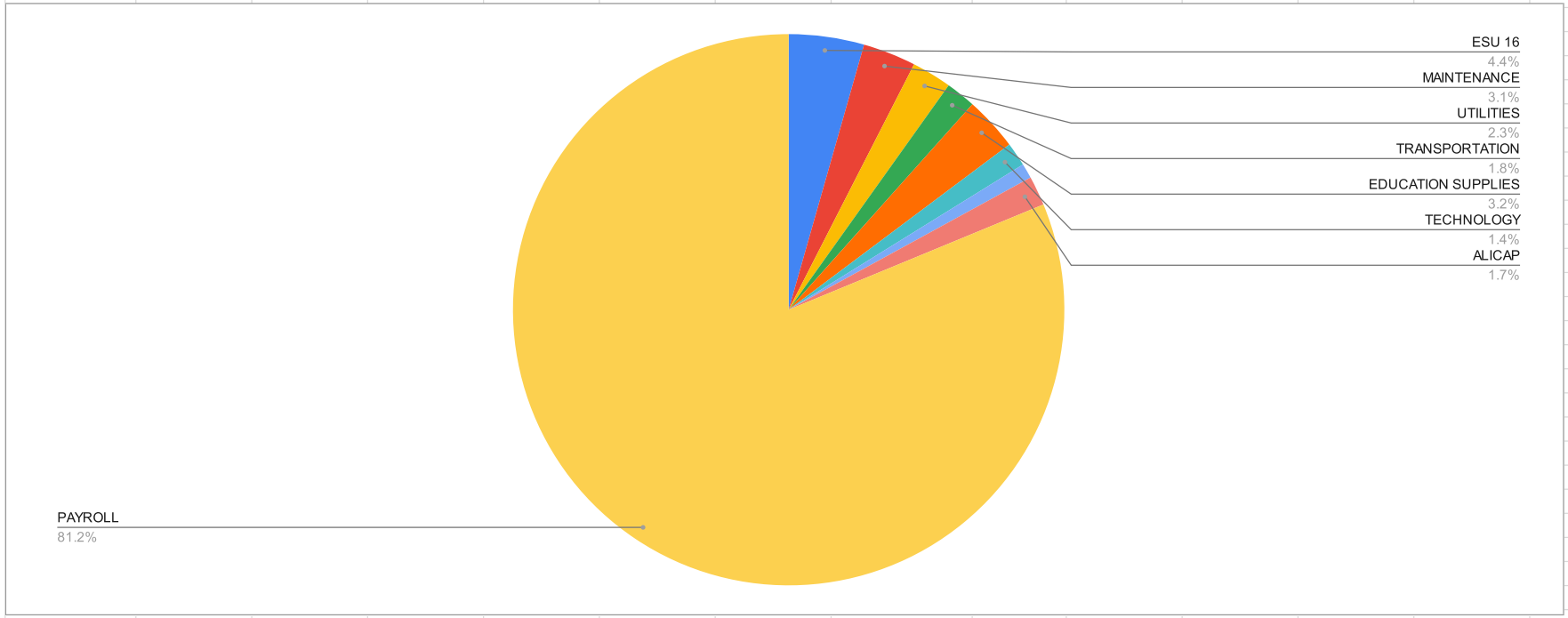
Mullen Public Schools

Rollup Report

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
Subtotal of Account Type: Expenditure		$0.00	$453,604.32	$453,604.32	$0.00	$0.00	$453,604.32	
Subtotal of Element: [FUND] 08 - SPECIAL BUILDING FUND		$0.00	$453,604.32	$453,604.32	$0.00	$0.00	$453,604.32	
Grand Total		$285,448.46	$6,353,189.72	$6,353,189.72	$4,291,880.20	$42,362.26	$2,018,947.26	

2024-2025 MULLEN PUBLIC SCHOOLS GENERAL FUND EXPENDITURE DATA

	ESU 16	Maintenance	Utilities	Transportation	Ed Supplies	Tech Supplies	Board/Admin Costs	Insurance	Payroll	Bills	Total	Transfers	
September 2024	$2,619.44	$58,468.19	$5,879.40	$2,871.31	$4,735.32	$4,251.73	$2,483.88	$66,159.00	$285,010.72	$147,468.27	$432,478.99	$0.00	
October 2024	$26,478.99	$2,607.58	$5,823.12	$5,967.86	$12,848.36	$7,766.31	$1,574.33	$0.00	$303,156.96	$63,066.55	$366,223.51	$0.00	
November 2024	$18,545.55	$2,939.02	$5,147.95	$9,488.42	$11,149.61	$427.00	$874.82	$0.00	$294,981.94	$48,572.37	$343,554.31	$0.00	
December 2024	$26,923.99	$8,774.59	$5,595.80	$3,880.80	$18,550.87	$8,166.00	$695.57	$0.00	$299,340.14	$72,587.62	$371,927.76	$0.00	
January 2025	$18,445.55	$3,886.15	$9,933.72	$6,623.92	$2,513.25	$0.00	$14,930.72	$0.00	$309,194.29	$56,333.31	$365,527.60	$0.00	
February 2025	$26,203.99	$3,053.07	$15,230.00	$4,738.91	$5,441.39	$4,842.13	$4,074.39	$1,471.00	$285,489.32	$65,054.88	$350,544.20	$0.00	
March 2025	$18,520.55	$21,326.30	$14,875.59	$6,364.85	$4,318.20	$0.00	$2,663.92	$0.00	$290,840.36	$68,069.41	$358,909.77	$0.00	
April 2025	$19,766.58	$11,012.70	$11,380.29	$6,282.14	$8,718.75	$0.00	$1,005.01	$0.00	$293,547.55	$58,165.47	$351,713.02	$0.00	
May 2025	$16,615.13	$8,560.65	$5,056.01	$7,015.93	$13,990.21	$24,676.20	$2,249.69	$0.00	$301,090.52	$78,163.82	$379,254.34	$0.00	
June 2025	$0.00	$352.39	$8,967.95	$10,855.36	$37,458.18	$3,010.00	$2,520.55	$500.00	$287,202.83	$63,664.43	$350,867.26	$0.00	
July 2025	$0.00	$1,658.62	$4,475.20	$5,023.71	$4,967.82	$2,068.00	$1,223.11	$0.00	$256,581.90	$19,416.46	$275,998.36	$0.00	
August 2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$195,000.00	
	$174,119.77	$122,639.26	$92,365.03	$69,113.21	$124,691.96	$55,207.37	$34,295.99	$68,130.00	$3,206,436.53	$740,562.59	$3,946,999.12	$195,000.00	$4,141,999.12
	0.044	0.031	0.023	0.018	0.032	0.014	0.009	0.017	0.812	0.188			
Budgeted Amount	$200,000.00	$197,000.00	$190,000.00	$125,000.00	$135,000.00	$95,000.00	$63,000.00	$85,000.00	$3,410,000.00	$1,090,000.00	$4,500,000.00	$195,000.00	$4,695,000.00
Remaining	$25,880.23	$74,360.74	$97,634.97	$55,886.79	$10,308.04	$39,792.63	$28,704.01	$16,870.00	$203,563.47	$349,437.41	$553,000.88	$0.00	$553,000.88



PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK: This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started**: After signing in at the meeting, you will be recognized. When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.

- **Time Limit**: The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

- **Personnel or Student Topic**: If you are planning to speak about personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedure to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.

- **General Rules**: This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

- **No Action by the Board**: The board will not act on any matter unless it is on the published agenda.

Mullen Public Schools
Board of Education
Public Comment
Sign in Sheet

Date: July 14 2025

NAME	ADDRESS

5018
Parent Involvement in Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") as follows:

    a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
    b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
    c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
    d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

    b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

    a. Parents must submit this request in writing to the building principal for consideration.

    b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

    c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.

4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

      State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

   c. National Assessment of Educational Progress

      As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

      The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____August 14, 2017___
Revised on: _____July 14, 2025_____
Reviewed on: _____July 14, 2025_____

5045
Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

The maximum dollar amount charged by the district for course materials shall be:

Listed in Student Handbook

- Industrial Technology Classes $120.00 ($60.00/sem.)
  - If a student has a much more comprehensive project, they may be asked to contribute more than $120 if they intend to take the project with them when the class has been completed.

- High School Art Classes $60.00 ($30.00/sem.)
- Middle School Art Class $15.00 (1 Trimester)
- HS Family & Consumer Science Classes $30.00 ($15.00/sem.)
- MS Family & Consumer Science Classes $10.00 (1 Trimester)

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge K-12 students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be $30.00. If the fee is not paid, students will NOT be allowed to take the device off campus and will need to check it in and out daily with the technology director.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required to, purchase insurance coverage for the devices on their own personal policies.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments. Students must meet the required amount ($320) to purchase their technological device.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities' fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card $25.00
  Covers admission to all extracurricular events

- Football students must provide their own football shoes, undergarments,

	& specialized mouth guards/equipment
▪ Golf	students must provide their own golf shoes, undergarments, & clubs
▪ Track, Cross Country, Wrestling, & Volleyball	students must provide their own shoes, specialized pads, and undergarments
▪ FFA	student must purchase their own jackets and pay annual dues of $25.00
▪ FCCLA	$25.00 annual dues

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be $500 per course.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be $0.76 per mile.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees.

Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $0.15 per page for reproduction of student records for black/white copies and a fee of $0.40 per page for colored copies.

10. Participation in Pre-Kindergarten Services.

The district will charge an annual fee of $25 for AM/PM snacks.

11. Participation in Summer School or Night School.

When necessary, the district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses of necessary. The maximum dollar amount charged by the district for summer and night school shall be $500.00.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price $3.00
  - Second Portions $2.50
  - All Future Portions $1.50
  - Reduced Price $0.30

- Breakfast Program – Grades 6-12
  - Regular Price $3.50
  - Second Portions $2.50
  - All Future Portions $1.50
  - Reduced Price $0.30

- Lunch Program – Grades K-5
  - Regular Price $4.00
  - Second Portions $2.50
  - All Future Portions $1.50
  - Reduced Price $0.40

- Lunch Program – Grades 6-12
  - Regular Price $5.00
  - Second Portions $2.50
  - All Future Portions $1.50
  - Price $0.40
- Extra Milk $0.75
- Adult Lunch $6.00

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

▪ Band	Students must provide their own instruments or if renting a school instrument, the cost will be $25 per semester

14. Contributions for Class Extracurricular Activities.

Contributions for Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, homecoming, school dances, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will give the option for each student to contribute to their class's fund rather than complete the required fundraising. This contribution is completely voluntary. Students who choose not to contribute to the class fund or their activity fund account are still eligible to participate in the extra activities, but will be asked to help with fundraising. If a student opts out of fundraising, the donation to the class fund may range from $30 to $100 per fundraising activity depending on the value of the activity. The value will be determined by the building principal.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers

provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be available online at www.mullenpublicschools .org and it will be referred to in the Student Handbook or its equivalent. It will be provided to students and parents at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Activities Fund.

The school board has an established Activities Fund. The Activities Fund shall be a separate school district fund that will not be solely funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities.

Adopted on: August 14, 2017
Revised on: July 14, 2025
Reviewed on: _____

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 ~~these~~ 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: June 11, 2018
Revised on: _____
Reviewed on: July 14, 2025

5054
Student Bullying

Definition of Bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." The school district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform on the Mullen Public Schools website at www.mullenpublicschools.org to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: November 14, 2017
Revised on: July 13, 2020
Reviewed on: July 14, 2025

1002
Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

Adopted on: March 14, 2016
Revised on: July 14, 2025
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that

may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;
b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

   a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

   b) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

      2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

   c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

   d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of

command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: __March 16, 2016___
Revised on: __July 14, 2025___
Reviewed on: _____

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

    a. The board shall hold its regular meetings on or before the third Monday of each month.

    b. Special and emergency meetings may be called as provided by law.

    c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the _Hooker County Tribune_____. Such notice shall contain a statement that the

agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

   a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: March 14, 2016
Revised on: July 14, 2025
Reviewed on: July 14, 2025

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $109,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $109,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds $109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders

are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: May 9, 2016
Revised on: July 14, 2025
Reviewed on: _____

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 an individual procurement transaction for 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 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than $10,000 and less than $250,000 annually. For simplified acquisitions, 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. If sealed bids are not accepted for a purchase of over $250,000, the district will retain an explanation for that decision.

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 procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of 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;

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 to procure A/E professional services. The method may not be used to purchase other services provided by 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, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

An employee, officer, agent, and board member 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, board members, 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 that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

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 $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that 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. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

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 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 fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

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. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

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 200, Subpart E. 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, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).
The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

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: July 10, 2017
Revised on: July 14, 2025
Reviewed on: _____

3023
Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication. Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other that their original format. Each individual who creates or receives electronic communications that belong to or pertains to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these polices or state and federal law.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of

educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: November 14, 2016
Revised on: July 14, 2025
Reviewed on: _____

3026
Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: November 14, 2016
Revised on: July 14, 2025
Reviewed on: _____

3036
Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and other school related expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is $1000 unless approved by the superintendent.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: superintendent, high school principal, elementary principal, business manager, teacher, maintenance director, food service director. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and business manager shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: September 11, 2017
Revised on: July 14, 2025
Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

I. **Definitions.** For purposes of this policy:

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

B. **Board** means the District's Board of Education.

C. **Department** means the Nebraska Department of Education.

D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.

F. **District** means Mullen Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development

requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

N. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section 3.1.

1. **Project Cost $896,000 and Below.** For a project whose basic construction cost is estimated by the District to be $896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of $896,000.** For a project whose basic construction cost is estimated by the District to exceed $896,000, the District will use the following procedures for identifying the most qualified PCD:

   a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

      i. A general description of the project;

      ii. How interested firms can apply for consideration by the District; and

      iii. The date by which individuals or firms must submit their statements of qualifications; and

      iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

   b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

   c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an

applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.

d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.

e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.

B. **Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

1. **Prohibition Against Contingent Fees.** The contract between the District and the PCD must contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee

working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

C. **Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

IV. Pre-Qualifying Design-Builders

A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

V. Preparing Requests for Proposals (RFP).

The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

A. The identity of the District for which the project will be built and the District that will execute the design-build contract;

B. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;

C. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The

proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

D. A project statement which contains information about the scope and nature of the project;

E. Project Performance Criteria;

F. Budget parameters for the project;

G. Any bonds and insurance required by law or as may be additionally required by the District;

H. The criteria for evaluation of Proposals and the relative weight of each criterion;

I. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction <u>but shall not include price proposals</u>;

J. A requirement that the Design-Builder agree to the following conditions:

1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

3. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;

4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent directly to the prequalified Design-Builders only.

VII. **Preparing and Submitting Proposals**

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VIII. **Evaluating Proposals**

A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e

B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:

1. One or more members of the Board;
2. One or more members of the District's administration or staff;
3. The PCD;
4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and
5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. The quality of performance on previous projects **(up to thirty percent)**;
5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

IX. Negotiating a Design-Build Contract

A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations.

B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor

C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.

D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.

E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.

F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts

A. **Definitions**. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.

2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.

B. **Right to Protest**. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;

2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;

3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. **Authority to Resolve Protests**. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. **Board Appeal Procedures**. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the

Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. **Refinements and Changes**. A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria**. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **Projects Excluded**. The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: ___September 11, 2017____
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3047
Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,

2. Software that is installed on district devices,

3. Approved vendors/contractors that have access to personal information or personally identifiable information,

4. Staff members with access to district devices,

5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.

3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.

2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.

2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.

3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

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3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bronco Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media

applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains fighting words or content that is threatening, harassing, or discriminatory;

4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;

5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

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4057
Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first-year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall generally take place during the month of November before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: November 14, 2017
Revised on: July 14, 2025
Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: ___November 14, 2016_____
Revised on: ____July 14, 2025_____
Reviewed on: _____

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 mental or physical 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 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 exe mpt 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 exempt 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

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 may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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.

Making Up Absences

When a student receives 20 or more unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in Saturday School or a Summer School Program. Absences shall be made up at a rate of days.

Adopted on: September 11, 2017

Revised on: July 14, 2025
Reviewed on: July 14, 2025

5002
Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: September 11, 2017
Revised on: July 14, 2025
Reviewed on: _____

5003
Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
    a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
    b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by July 1 prior to the year of enrollment. For second semester high school courses, the application must be filed by December 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities.
Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 20 credit hours in the exempt school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 5 credit hours per semester and enrolled in the number of credit hours at this school district set out below.

Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: ___September 11, 2017_____
Revised on: ____July 15, 2025_____
Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.
b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.
b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
c. Curriculum inspection requests must be made to the building principal in writing.
d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:

i. this policy and its availability upon request from the office of the district;
ii. how to opt their child out of participation in activities as provided for in this policy;
iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____September 10, 2018___
Revised on: _____July 14, 2025_____
Reviewed on: _____

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Powerschool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: October 10, 2016
Revised on: July 14, 2025
Reviewed on: _____

5031
Student Appearance

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs,

grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: __September 10, 2018_____
Revised on: ___July 14, 2025_____
Reviewed on: _____

6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing

the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: November 13, 2018
Revised on: July 14, 2025
Reviewed on: _____

6034
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: ___November 13, 2018_____
Revised on: ___July 14, 2025_____
Reviewed on: _____

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: July 14, 2025
Revised on: _____
Reviewed on: _____

6045
Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least 1 hour.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: July 14, 2025
Revised on: _____
Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in the office area only with the express permission of the principal.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may use cell phones or electronic communication devices while riding in school vehicles, if they have permission to do so from the driver or other adult(s) responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. After discussing the rule violation with the student, the administration will return confiscated devices to the student after the first violation, then to the parent or guardian of the offending student any violations thereafter. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: July 14, 2025
Revised on: _____
Reviewed on: _____

6040
Prekindergarten (Preschool or Early Childhood) Program

The school board establishes a program to provide prekindergarten services to resident students and option students whose siblings attend Mullen Public Schools, also referred to as an early childhood or preschool program. The school district will provide the program in compliance with state law and 92 NAC 11 (Nebraska Department of Education "Rule 11"). The availability of the program is subject to the district being able to employ and retain appropriate and qualified personnel.

Purpose. The purpose of the program is to promote the social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

Age Participation. The program will be available to children of the following ages:

- Children who are 3 years of age before July 31 of the enrollment year;
- Children who are 4 years of age at the start of the enrollment year; and
- Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation below).

All enrollment is subject to capacity limitations and enrollment priorities established in this policy. Three-year-old children will only be offered half-day attendance.

Capacity Limitation. The maximum capacity for the program is 18 children. In the event where the total number of children registered for the program by July 15 rises above 18, the district will only offer the program to children with the following priority for enrollment:

- 4-year-olds;
- Qualified five-year-old students
- Three-year-olds.

Students whose parents are staff members at MPS will receive first priority.

If the program is at capacity after July 31, further enrollment applications will be denied. Exception: If a child required by law to be enrolled moves into the district and the program is at capacity, the child will be enrolled in the program. The youngest child in the class that is not required by law to be enrolled will be withdrawn from the program.

Program Coordinator. The program will be coordinated by a an individual qualified by law to be a Program Coordinator.

Program and Staff Requirements. All teachers and administrators in prekindergarten programs must hold a valid certificate or permit to teach issued by NDE except as otherwise allowed by law or Rule 11.

Participation and Inclusion. Participation of children and families in the program will be voluntary. The program will not exclude children verified as having disabilities and will include to the extent possible children of diverse social and economic characteristics.

Birth Certificates. Within 30 days of enrollment, parents or guardians must submit a certified copy of the child's birth certificate or other documentation in compliance with the Missing Children Identification Act (sections 43-2001 through 43-2012).

Instructional Hours. Each class in the program will operate a minimum of 12 instructional hours per week during the school year. Programs receiving grant funds pursuant to state law will operate a minimum of 450 instructional hours per school year.

Fees. The district may charge a fee for its program in accordance with the Policy 5045 - Student Fees, provided that the fee may not exceed the actual cost of the program. If the district charges a fee, it will also use a sliding fee scale in order to maximize the participation of economically and categorically diverse groups. The district may waive fees on the basis of need.

General Reports. The head administrator will include information about the program in the NDE approved data system. All early childhood data is due as specified by the data system calendar.

Early Childhood Program Report. An Early Childhood Program Report Form will be submitted annually by October 15 on the form required by NDE.

Planning. Each program will have a planning period that complies with the requirements of Rule 11.

Coordination with Existing Programs and Funding Sources. The district will develop, and keep on file, a written plan to show that the program will be coordinated or contracted with existing programs in compliance with Rule 11 requirements. The district will develop and keep on file a written plan to coordinate and use a combination of local, state, and federal funding sources including, but not limited to, those listed in Rule 11 in order to maximize the

participation of economically and categorically diverse groups of children and to ensure that participating children and families have access to knowledge of comprehensive services that may be available.

Additional Rule 11 Requirements. Rule 11 includes additional requirements that are not included in this policy, including but not limited to requirements addressing family development and support; developmentally and culturally appropriate curriculum, practices, and assessment; evaluation and quality assurance; program staff; child/staff ration and group size; facilities, equipment, health, and safety; meals and snacks, immunizations; supervision; toileting; infants and toddlers; Sixpence programs; and home-based programs. The district will comply with these additional requirements that are applicable to the program.

Special Education Act Compliance. Nothing in this policy allows the school district to fail to meet its responsibilities under the Special Education Act (section 79-1110 through 79-1167). To the extent there is any conflict between this policy or Rule 11 with the Special Education Act, the Act shall control.

Adopted on: __July 14, 2025___
Revised on: _____
Reviewed on: _____

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Vehicle Info

Condition
Used

Engine
1.5L I4 Turbocharger

Transmission
CVT

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Drivetrain
FWD

Fuel
Gasoline

Exterior Color
White

Interior Color
Black

Stock #
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VIN
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Fuel Economy

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29	36

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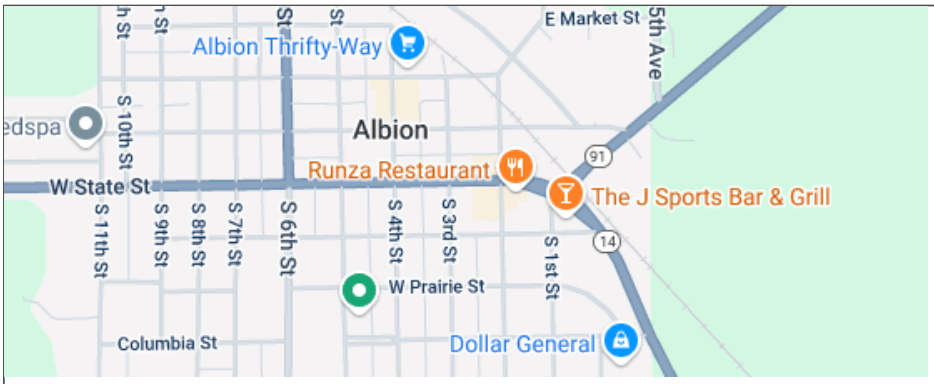
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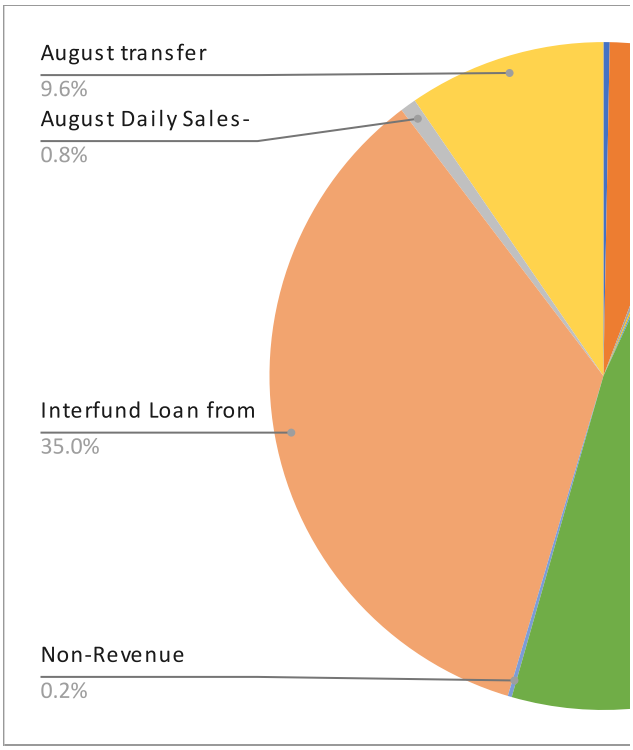
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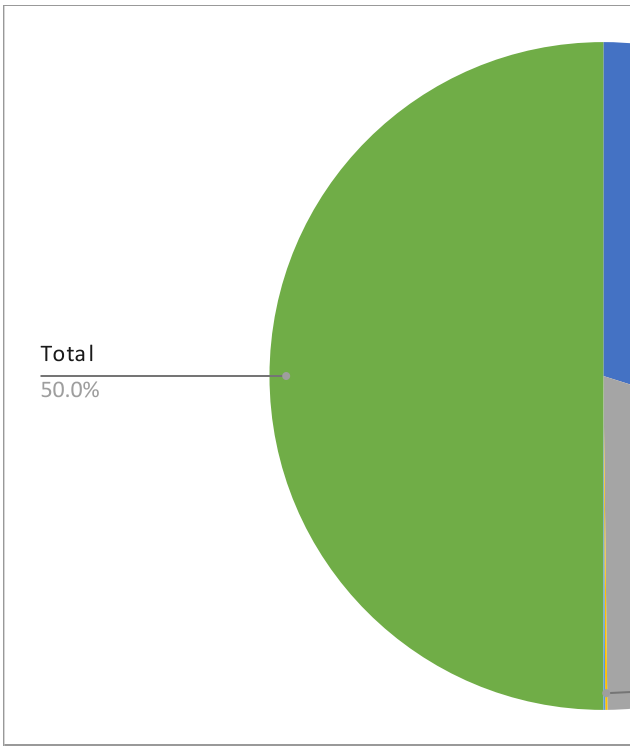
Interest on Investments	$475.78
Daily Sales-Non-reimb: adult/alacar	$8,554.87
Special Functions-MOB hamburger feed	$806.00
DONATIONS-beef in schools NE cattlemen	$500.00
STATE REIMBURSEMENT	$514.22
Federal Reimbursement	$74,565.74
Non-Revenue Receipts- Sysco Rebates	$305.04
Interfund Loan from General Fund	$55,000.00
August Daily Sales-Non-reimb: adult/alacar	$1,218.00
August transfer from General Fund	$15,000.00

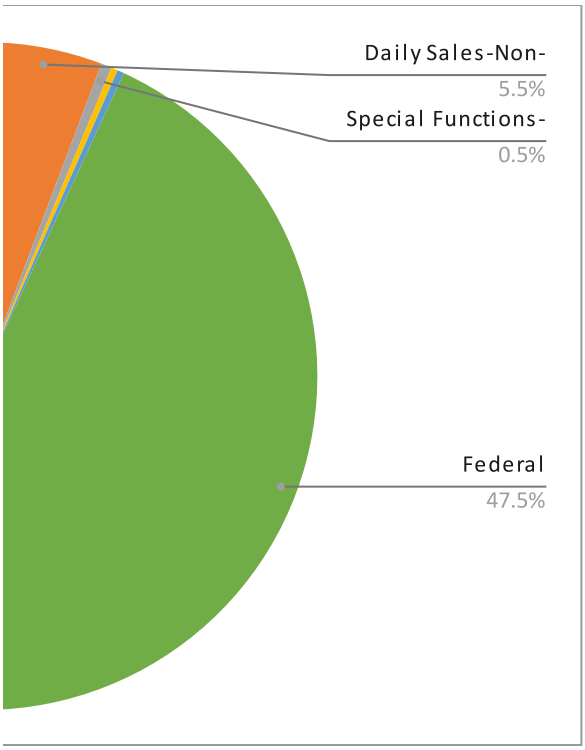
Total	$156,939.65
Beginning Balance	$14,413.15
	$171,352.80

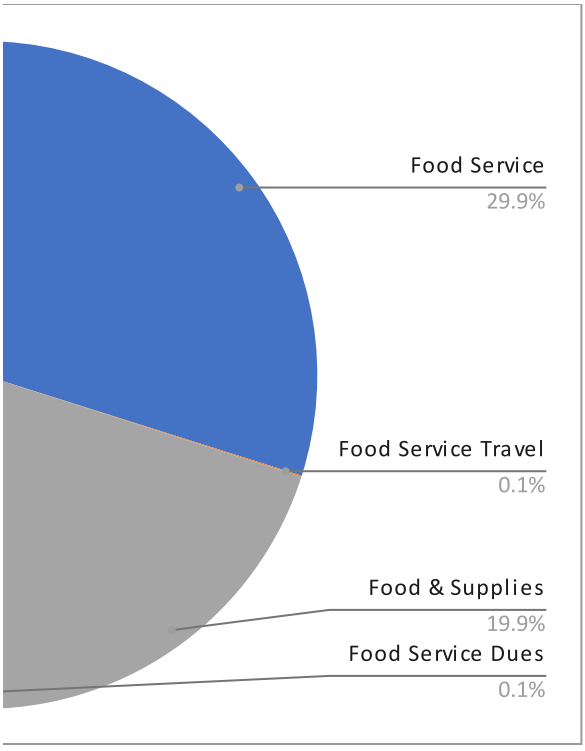


Food Service Salaries & Benefits	$98,389.66
Food Service Travel	$203.56
Food & Supplies	$65,445.95
Food Service Dues & Fees	$337.50
Misc Exp-refund lunch balances	$294.40
Total	$164,671.07

August 2025 Transfer	$15,000.00
Beginning 2025-2026	$21,681.73




Daily Sales-Non-
5.5%
Special Functions-
0.5%
Federal
47.5%


Food Service
29.9%
Food Service Travel
0.1%
Food & Supplies
19.9%
Food Service Dues
0.1%

Administrative Report – July 2025

Agenda Items:

3) NRCSA renewal. Membership is still $850. **I recommend approval for the renewal.**

7/8) Hearing for Parent Involvement Policy 5018
This is just an annual review that has to be done on a yearly basis. During this hearing, the public can voice their objections or concerns. ***I recommend affirming Policy 5018 as written***

9/10) Hearing for Student Fees Policy 5045– This is an annual hearing. During this hearing, the public has the opportunity to voice their objections to any of the student fee policy. During the hearing we can amend the policy and adopt as amended. We have recommended to raise the lunch prices for seconds, thirds, and more to keep up with the on-going inflation. **I recommend approving the revised student fees policy.**

11/12) Hearing for 5057 District Title I Parent and Family Engagement Policy. With new legislation, this is now an annual hearing for policy 5057. ***I recommend declaring this policy reaffirmed.***

13) Review policy 5054 Student Bullying. These are annual reviews that are required by law. **I recommend to review and reaffirm policy 5054.**

14) Discuss, consider and take all necessary action to approve 1000 & 2000 Series Policy Revisions to policies: 1002, 2006, and 2008. Please refer to the KSB Memo for complete details. Several of these policy changes are driven by legislation that was passed in the 2025 session. **I recommend approval based on suggestion from KSB School Law.**

15) Discuss, consider and take all necessary action to approve 3000 $ 4000 Series Policy Revisions to policies: 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, & 4059. Please refer to the KSB Memo for complete details. Several of these policy changes are driven by legislation that was passed in the 2025 session. **I recommend approval based on suggestion from KSB School Law.**

16) Discuss, consider and take all necessary action to approve 5000 & 6000 series policy updates for policies: 5001, 5002, 5003, 5015, 5016, 5031, 6031, & 6034. Please refer to the KSB Memo for complete details. Several of these policy changes are driven by legislation that was passed in the 2025 session. The main change to this is the dress code which limits what Principals are able to lawfully do to make sure students are dressed appropriately. **I recommend approval based on suggestion from KSB School Law.**

17) Discuss, consider and take all necessary action to approve adoption of the following 6000 series policies: 6025 Student Cell Phone and Other Electronic Devices, 6040 Prekindergarten (Preschool) or Early Childhood Education, 6044 Participation and Assignment of Athletic Teams, & 6045 Behavioral Intervention.. Please refer to the KSB Memo for complete details. Several of these policy changes are driven by legislation that was passed in the 2025 session. 6025 puts our cell phone procedure into policy, 6040 sets parameters for our new preschool program, 6044 distinguishes male & female athletic teams, and 6045 sets in policy appropriate behavioral interventions. **I recommend approval based on suggestion from KSB School Law.**

18) Propane Bid
I sent letters to both Neal Oil and Sandhill Oil and we received bids from both companies. I would recommend contracting with the lowest bid and I really liked how the non-pre-pay worked last year. This will be based on the rate difference. ***I recommend approval of the lowest/best propane bid for the 2025-2026 school year.***

Administrative Report – July 2025

19) Discuss, consider and take all necessary action to approve the Superintendent's authority to purchase a car for transportation purposes with the amount not exceeding $20,000. We are going to need another car in order to have one for teachers to use for professional development and one for SPED to use to transport a student to the OWLS program in North Platte. My plan would be to use the 2017 Malibu to transport the SPED student and use a newer/used car for the teacher car. Right now, I should be able to trade in the 2015 Suburban on a 2022 Malibu with 41K miles and pay $14,500. **I recommend/request approval to get another used car.**

Non-Agenda Items

Hilltop Gym floor has been refinished. Greenhouse project is up and going and Tyler said it should be ready to go by the first day of school. The lighting project is almost complete and just waiting for some panels to finish the music room and behind the locker room. The retaining wall is going to start on August 1 and we are going to try to lock in a finish date so we can get the fencing guy up here to install the fence.

Tyler, Kelly, Emmy, Daniel and Mercedes are working hard to make sure all buildings will be ready to go. Preliminary Budget figures are done just need to work on estimated/actual and estimated figures, and I will double check this with NDE at Admin Days.

Mrs. Phillips has been working hard to get the preschool up and running. She has visited Wallace and Paxton and has began requisitioning items. We opened the preschool paraprofessional position up to all of the other paraprofessionals and as a group, we felt that Kathy Leibhart would be the best fit for the position. We did get sad news that Taylor Danforth was leaving the area which opens up a paraprofessional position and a bus driver position which we are advertising for currently.

School Schedule

Administrative days are July 22-July 25.
Teacher first day back is August 12
Kids first day back is August 14

Board schedule

August 11- Regular meeting at 7:00
August 20- Valuations are released for all NE counties.
August 25- Budget workshop
September 8- Regular meeting, Budget Hearing, hearing to set the tax request and approval of the budget.

Mullen Public Schools
Board of Education
Annual Board Calendar
Revised January 2025

Regular Board Meetings are on the second Monday of each month at 7:00 PM MDT

JANUARY

Regular Business

- Reorganization of the Board and Board Committee Assignments
- Signatures on Potential Conflict of Interest Form if needed
- Adopt Annual Board Calendar and set board meeting dates.
- Designate Depository, Attorney and Newspaper
- Designate Mullen Education Association as exclusive bargaining agent for next year's negotiations.
- Consider/Adopt Academic School Calendar for Following Next School Year
- Issuance and Approval of Administrative Contracts for Principals if necessary
- Review, revise, adopt or reaffirm Role of the Board of Education
- Review, revise, adopt or reaffirm Board Code of Conduct
- Review, revise, adopt or reaffirm Chain of Command
- Complete Board Self-Evaluation

Professional Growth/Board Activity

- NASB Legislative Issues Conference in Lincoln
- ESU 16 Board Workshop in North Platte
- NASB President's Retreat in Ogallala if necessary
- Board report on Participation in Insurance if necessary

FEBRUARY

Regular Business

- Public Comment
- Review/Change/Adopt District Board of Education Goals
    - Board Workshop if needed
- Teacher Contract Issuance and Approval
- Consider and Adopt ESU 16 Contracts
- Policy Review/Approval: 6004 Curriculum Development

Professional Growth/Board Activity

- NRCSA Legislative Forum
- Board Retreat/Goal Workshop

MARCH

Workshop- Prior to the Regular Board meeting at 6:00 PM

High School/Transportation Committee workshop

Regular Business

- Review/Approve Proposed Classified Salary Scale and Substitute Rate
- Review/Approve Proposed Classified Staff Agreements for next school year.
- Negotiated Agreement Must be Approved by March 25

Professional Growth/Board Activity

- NRCSA State Conference

Mullen Public Schools
Board of Education
Annual Board Calendar
Revised January 2025

Regular Board Meetings are on the second Monday of each month at 7:00 PM MDT

APRIL

Workshop Prior to the Regular Board meeting at 6:00 PM

Elementary School/Technology Committee workshop

Regular Business

- Public Comment
- Review/Approve Extra Duty Positions/Contracts

MAY

Workshop Prior to the Regular Board meeting at 6:00 PM

- Americanism Committee

Regular Business

JUNE

Regular Business

- Begin Review of District Handbooks
- Policy Review/Approval
- Appoint Superintendent as District Representative – including Non-discrimination Compliance Coordinator
- Review NASB Board Awards of Achievement

Professional Growth/Board Activity

- School Law Seminar in Kearney

JULY

Regular Business

- Public Comment
- Review/Revise 5045 Student Fees Hearing and Policy- Include Meal Prices
- Review/Revise 5018 Parent Involvement Policy
- Review/Revise 5057 District Title 1 Parent & Family Engagement-Public Hearing
- Review/Revise policy 5001 Compulsory Attendance and Excessive Absenteeism, policy 5035 Student Discipline and policy 5054 Student Bullying.
- Approval of District Handbooks
- Accept Propane Bid

Professional Growth/Board Activity

- NASB School Finance Workshop

AUGUST

Workshop Prior to the Regular Board meeting at 6:00 PM

Elementary School/Technology Committee workshop

Board Budget Workshop – early in September/Late August on separate date.

- Budget development

Regular Business

- Certification of District's Assessed Valuation – August 20
- Policy Review/Approval
- Approve Handbooks

Mullen Public Schools
Board of Education
Annual Board Calendar
Revised January 2025

Regular Board Meetings are on the second Monday of each month at 7:00 PM MDT

SEPTEMBER

Workshop Prior to the Regular Board meeting at 6:00 PM

High School/Transportation Committee workshop

Regular Business

- Tax Request Hearing and Consider Resolution
- Public Budget Hearing/Adopt Budget
- Policy Review/Approval

Professional Growth/Board Activity

- Labor Relations Conference in Lincoln
- NASB Area Membership Meetings

OCTOBER

Workshop Prior to the Regular Board meeting at 6:00 PM

Negotiations Committee workshop

Americanism Committee Presentation during Regular meeting

- Public Comment
- Review Enrollment- Principals Report
- Policy Review/Approval

NOVEMBER

Workshop Prior to the Superintendent Evaluation Workshop at 4:00 PM

Negotiations Committee workshop if needed

Workshop Prior to the Regular Board meeting at TBD

Superintendent Evaluation

Regular Business

- Annual Audit Review and Approval
- Approve Bobcat Lease
- Policy Review/Approval
- Approve the completion of the Superintendent Evaluation.

Professional Growth/Board Activity

- NASB/NASA State Education Conference

DECEMBER

Regular Business

- Public Comment
- Annual Report
- Issuance and Approval of Superintendent's Contract
- Distribute Board Self-Evaluation Form if necessary
- Policy Review/Approval

Mullen Board of Education Goals
2025-2028

#1 Support all Staff Members
- Retain and Recruit HQ Staff
  - Continued support for health and wellness
- Support and Encourage Professional Development Opportunities
- Celebrate Staff Success and Achievement

#2 Facilities
- Maintain and Update Facilities

#3 Achievement
- Maintain a High Achieving Culture
- Grow and Maintain Curriculum Options and Opportunities for all students
- Implement a PreSchool Program within 2 years
- Celebrate Student Success

Repair/Improvement	Building	Priority	1-2 Yrs	3-5 Yrs	Long Term/ "Wish List"	Complete
Reinforce retaining wall	Elementary	X				
Flooring	K-5 & 6-12	X				
Preschool Playground	PK Building	X				
Locker Room Flooring	HS			X		
6-12 Intercom System Upgrade	6-12th				X	
Elementary Intercom System	K-5				X	
Hallway-Concession to South Gym	HS				X	
Handicap Restroom	HS				X	
Backing on Bleachers	Hilltop Gym				X	
Locker Room Addition	Hilltop Gym				X	
Officials Quarters	Hilltop Gym				X	
Staff Restrooms	Both				X	
Track					X	
K-12 Facility					X	
Upgrade Lighting to LED	6-12th					X
Playground Upgrades	All					X
Kitchen Cabinets & Shelfing	Kitchen					X
Sink in the Kitchen Area	Kitchen					X
Dishwasher	Kitchen					X

Set to be completed in Summer 2025
Trying to complete some each year/4th grade room completed Summer 2025. Science lab needs first priority.
Most likely Spring 2026

The cost is over $30,000
Have ideas from JEO/Getting ideas from Hackel Contruction
Could tie into the Hallway project
The cost is over $15,000
Have ideas from JEO/Getting ideas from Hackel Contruction

Completed July 2025
Completed Summer 2024
Completed Fall 2024
Completed Fall 2024
Completed Fall 2025

Repair/Improvement	Building	Priority	1-2 Yrs	3-5 Yrs	Complete
Completed-Summer 2021					
Improve HVAC	HS				X
Football Field Lights	HS				X
Completed-Summer 2020					
Cameras-Outside connection	HS				X
Trim Trees	Elementary				X
Playground Resurfacing	Elementary				X
Update HS Infrastructure	HS				X
Completed-Summer 2019					
Water coolers/Dispensers	Both				X
HVAC-SPED, Science, Music	HS				X
New Flooring in Weight Room	HS				X
Walk In Freezer	Elementary				X
Completed-Fall 2022					
Upgrade Cafeteria Restroom	Elementary				X
Concession Stand/Restrooms	Activity Fields				X
Roofing- 6-12, K-1, & Lariat	All				X
Update Teacherage for SPED	MS/HS				X
Sprinkler System on FB/SB Field	Activity Fields				X