

Scottsbluff Board of Education Regular
Meeting
Monday, May 13, 2024 6:00 PM

Scottsbluff High School Board Meeting Room
313 E 27th Street
Scottsbluff, Nebraska 69361

Agenda

1. Opening Procedures
 - 1.a. Call to Order
 - 1.b. Roll Call
 - 1.c. Excuse Absent Member(s)
2. Pledge of Allegiance
3. Open Meetings Law
4. Consent Agenda
 - 4.a. Adopt Agenda
 - 4.b. Approval of Certified Staff Hire
 - 4.b.1. Amy Kicken, Registered Nurse, Scottsbluff Public Schools
 - 4.c. Approval of Certified Staff Resignation
 - 4.c.1. Dathan Brestel, Special Education, SBPS
 - 4.c.2. Wendee Powell, Assistant Principal, Longfellow Elementary
 - 4.d. Approve Minutes as follows:
 - 4.d.1. April 8, 2024
5. Expenditures
 - 5.a. Expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C, Tree Monkeys LLC, and Tory Schwartz: \$1,200,177.43
 - 5.b. Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. Expenditures: \$1,687.75
 - 5.c. Tree Monkeys LLC Expenditures: \$2,000.00
6. Awards and Recognitions
 - 6.a. Educators Rising
Speaker(s): Anne Schmall
 - 6.b. FCCLA
Speaker(s): Anne Schmall
 - 6.c. Speech
Speaker(s): Darren Emerick
 - 6.d. Journalism
Speaker(s): Marqui Keim
 - 6.e. ProStart
Speaker(s): Hannah Liptac
 - 6.f. SkillsUSA
Speaker(s): Rodney Bussinger
 - 6.g. Nebraska Seal of Biliteracy
Speaker(s): Dr. Amanda Wilson, Sarah Soto, & Angie Hinze
7. Public Comment - a total of 60 minutes will be allotted (no more than 4 minutes per speaker).
8. Student Report
Speaker(s): Ava Reed

9. Update
 - 9.a. Bear Cub Preschool
Speaker(s): Dr. Bree Rock
10. Unfinished Business
 - 10.a. Board Policy Revisions and Adoption: Policy 3560 - "Records Management and Disposition", Policy 4170 - "Leave of Absence", Policy 6270 - "Regulations for School Trips," and Policy 6271 - "Supervision of Students on Overnight Trips" - Second Reading
11. New Business
 - 11.a. Board Policy Revision, Adoption, and Removal: Policy 1050 - "Public Access to School Records - Examination, Making Memoranda, and Copying," Policy 3130 - "Purchasing Policies," Policy 3571 - "Meal Charge Policy," Policy 4141 - "Teacher Training," Policy 5006 - "Option Enrollment," Policy 5008 - "Attendance Policy and Excessive Absenteeism," Policy 5101 - "Student Discipline," Policy 5201 - "Promotion and Retention," Policy 5205 - "Graduation," Policy 6111 - "Classroom Environment," Policy 6310 - "Textbook Loans," Policy 8240 - "Membership in School Board Associations," Policy 8346 - "Public Participation at Board Meetings" - First Reading
 - 11.b. 2024-2025 PAWS Calendar
Speaker(s): Jeremy Behnke
 - 11.c. 2024-2025 PAWS Transitional Program Calendar
Speaker(s): Jana Mason
 - 11.d. Grades 3-5 Magnetic Reading Textbook Adoption
Speaker(s): Mike Mason
 - 11.e. Technical Mathematics Textbook Adoption
Speaker(s): Mike Mason
 - 11.f. Human Growth and Development Textbook Adoption
Speaker(s): Mike Mason
 - 11.g. Crossing Guard Agreement
Speaker(s): James Todd
 - 11.h. Longfellow Elementary Repointing of the Exterior
Speaker(s): Marianne Carlson
12. Reports and Proposals
 - 12.a. Board Members
 - 12.b. Board Committee Reports
 - 12.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: May 17, 2024 @ 11:30 AM
Speaker(s): Mike Mason
 - 12.b.2. Facility Committee - Next Meeting: June 5, 2024 @ 12:00 PM
Speaker(s): Marianne Carlson
 - 12.b.3. Finance Committee - Next Meeting: June 5, 2024 @ 10:30 AM
Speaker(s): Marianne Carlson
 - 12.b.4. Student Services Committee - Next Meeting: May 16, 2024 @ 11:30 AM
Speaker(s): Dr. Wendy Kemling
 - 12.c. From the Administrative Staff:
 - 12.c.1. Executive Director of Finance

Speaker(s): Marianne Carlson

12.c.2. Executive Director of Student Services

Speaker(s): Dr. Wendy Kemling

12.c.3. Executive Director of Curriculum and Instruction

Speaker(s): Mike Mason

12.c.4. Superintendent

Speaker(s): Dr. Andrew Dick

13. Future Meetings and Dates to Remember

13.a. May 15, 2024 - ReConnect Graduation Ceremony @ 5:30 PM - BMS Cafetorium

13.b. May 16, 2024 - Senior Academic Award Evening @ 5:30 PM - SHS Auditorium

13.c. May 17, 2024 - CHOICES Senior Celebration @ 5:30 PM - SHS Cafeteria

13.d. May 19, 2024 - Graduation Ceremony @ 1:00 PM - Bearcat Stadium

13.e. May 21, 2024 - Early Release - Last Day of School

13.f. May 22, 2024 - Teacher Work Day

13.g. June 10, 2024 - Board of Education Meeting

14. Move into Closed Session

15. Exit Closed Session

16. Move into Closed Session

17. Exit Closed Session

18. Adjournment

April 22, 2024

Dr. Andrew Dick
Scottsbluff Board of Education
1722 1st Ave.
Scottsbluff, NE 69361

Dear Dr. Dick and the Scottsbluff Board of Education,

It gives me great pleasure to recommend Amy Kicken for the position of School Nurse for Scottsbluff Public Schools beginning with the 2024-2025 school year. Amy holds a Bachelor of Science in Nursing from the University of Nebraska Medical Center. She brings an abundance of nursing experience and most recently has worked as a registered nurse as the Director of Home Health & Hospice for Regional West Medical Center in the Behavior Health Unit. Amy's professional knowledge and her desire to work with a school community to deliver safe and healthy experiences to students aligns with district priorities. We are excited to have Amy join the school health services at Scottsbluff Public Schools.

Sincerely,



Betsy Skelcher
Assistant Director of Student Services

Scottsbluff Board of Education Regular Meeting

Monday, April 8, 2024 6:00 PM

Scottsbluff High School Board Meeting Room
313 E 27th Street
Scottsbluff, Nebraska 69361

Mark Lang: Present
Beth Merrigan: Present
Robert Polk: Present
Scott Reisig: Absent
Tory Schwartz: Present
Paul Snyder: Present

1. Opening Procedures

The Regular Board of Education Meeting was called to order by Board Vice President Beth Merrigan at 6:00 PM.

1.a. Call to Order

1.b. Roll Call

1.c. Excuse Absent Member(s)

Motion to excuse absent member Scott Reisig Passed with a motion by Mark Lang and a second by Paul Snyder.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

2. Pledge of Allegiance

3. Open Meetings Act

This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald and on the Scottsbluff Public Schools website.

4. Consent Agenda

Motion to accept the Consent Agenda Passed with a motion by Tory Schwartz and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.a. Adopt Agenda

4.b. Approval of Certified Staff Hire

4.b.1. Audrey Kramer, 1st Grade, Longfellow Elementary

4.b.2. Tori Hoagland, 8th Grade Science, Bluffs Middle School

4.c. Approval of Certified Staff Resignation

4.c.1. Bette Griffiths, Registered Nurse, SBPS

4.d. Approve Minutes as follows:

4.d.1. March 11, 2024

4.d.2. March 25, 2024

5. Expenditures

5.a. Expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C.,:
\$1,440,367.98

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$1,440,367.98 Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

5.b. Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. Expenditures: \$784.75

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$784.75 Passed with a motion by Mark Lang and a second by Robert Polk.

Paul Snyder: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

6. Awards and Recognitions

Board Member Mark Lang left the meeting at 6:30 PM and returned at 6:32 PM.

6.a. BMS MATHCOUNTS

BMS MATHCOUNTS Sponsor Shelby Aaberg spoke.

6.b. SHS Math Club

SHS Math Club Sponsor Shelby Aaberg spoke.

6.c. HOSA

HOSA Sponsor Mary Sanchez spoke.

6.d. Drill Team

Drill Team Sponsor Angie Hinze spoke.

6.e. Swimming

Swimming Sponsor Vanessa Woolsey spoke.

6.f. DECA

DECA Sponsor Justin Gipe spoke.

6.g. Nebraska World Language Distinguished Scholar - Emma Eichner

Scottsbluff High School Chinese Teacher Yi Ju Ting spoke.

7. Public Comment - a total of 60 minutes will be allotted (no more than 4 minutes per speaker).

The following member of the public was present to address the Board of Education:

- Christine Wilson, Scottsbluff

8. Student Report

Student Senate Sponsor Barbara O'Boyle gave an update to the Board of Education: Reflecting on March, we had much to celebrate. Our Career Student Organizations all had very successful state competitions. At State HOSA, 25 students placed in 17 different events, earning 30 medals. DECA students placed in 21 events, qualifying 13 students for their respective national

competition. Educators Rising qualified six projects and 10 students for their national event. FFA had a great state competition with many FFA members receiving ribbons in their individual competitions. Our Math Club took first place at the Data Driven Contest at UNL. The SHS Music Department just completed the production of Matilda. Congratulations to Mr. Ronne, Ms. Muhr, Ms. Becker, and the entire cast on a great show.

As we look ahead to April, we have ACT testing tomorrow and Prom this Saturday. In addition, all activities are in the midst of their seasons, so it will be another busy month at SHS, as we prepare to finish out the year. As always, thank you for your continued support.

9. Update

9.a. Roosevelt Elementary

Roosevelt Elementary Principal Frances Burkhalter spoke.

10. New Business

10.a. Board Policy Revisions and Adoption: Policy 3560 - "Records Management and Disposition", Policy 4170 - "Leave of Absence", Policy 6270 - "Regulations for School Trips," Policy 6271 - "Supervision of Students on Overnight Trips", and Policy 8346 - "Public Participation at Board Meetings" - First Reading

10.b. Annual Readoption of Board Policy 6370 - Multicultural Education

Motion to readopt Board Policy 6370 - "Multicultural Education" as presented. Passed with a motion by Tory Schwartz and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.c. Ombudsman Educational Services - ChanceLight Proposal

Motion to authorize the District to sign an agreement with Ombudsman Educational Services for alternative education programming services for the 2024-2025 school year with the option to renew for up to an additional two years. Passed with a motion by Robert Polk and a second by Paul Snyder.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.d. Device Assisted Learning Initiative (DALI) Chromebooks

Motion to award the bid to GovConnection dba Connection - Public Sector Solutions for 300 Chromebooks for a total of \$76,200. Passed with a motion by Mark Lang and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.e. myPerspectives ELA Textbook Adoption

Motion to purchase the myPerspectives ELA program for a total of \$88,731 Passed with a motion by Robert Polk and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.f. Reveal Math Algebra 2 Textbook Adoption

Motion to purchase the Reveal Math Algebra 2 textbook and accompanying resources for a total of \$34,798.40 Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.g. Coaching Services - Head Girls Wrestling

Motion to approve the Coaching Services as presented above beginning with the 2024-2025 school year. Passed with a motion by Robert Polk and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.h. FSMC Renewal Agreement 2024-2025

Motion to authorize Marianne Carlson, as School Food Authority representative for the District, to sign the renewal of the Food Service Management Contract for the 2024-2025 school year.

Passed with a motion by Mark Lang and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.i. 2024-2025 and 2025-2026 Administrator Negotiated Agreement

Motion to approve the proposed terms of the new Administrators' Negotiated Agreement as presented for the 2024-2025 and 2025-2026 school years. Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.j. Executive Director of Finance Contract

Motion to approve the two-year Executive Director of Finance Contract with Marianne Carlson as presented. Passed with a motion by Mark Lang and a second by Paul Snyder.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

11. Reports and Proposals

11.a. Board Members

Board Member Paul Snyder commented that the first half hour of each meeting is one of the greatest jobs of being on the Board of Education. He noted the talent of the students and the dedication of the teachers makes him very proud.

Board Member Rob Polk stated the more he gets to know staff within the District, the more he appreciates and admires them.

11.b. Board Committee Reports

11.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: April 19, 2024 @ 11:30 AM

No report.

11.b.2. Facility Committee - Next Meeting: May 7, 2024 @ 12:00 PM

No report.

11.b.3. Finance Committee - Next Meeting: May 6, 2024 @ 11:30 AM

Executive Director of Finance Marianne Carlson stated the upcoming Finance Meeting on May 6, 2024 will be rescheduled.

11.b.4. Student Services Committee - Next Meeting: April 11, 2024 @ 11:30 AM

No report.

11.c. From the Administrative Staff:

11.c.1. Executive Director of Finance

No report.

11.c.2. Executive Director of Student Services

No report.

11.c.3. Executive Director of Curriculum and Instruction

No report.

11.c.4. Superintendent

Dr. Andrew Dick noted he attended the SHS musical Matilda last week and stated it was a phenomenal performance by the Scottsbluff High School students under the direction of Brad Ronne and Beth Muhr, with Frank Ibero and Barb Becker also being very instrumental to the success of the musical. Dr. Dick echoed Paul Snyder's sentiments, stating the Awards & Recognition portion of each Board meeting is an absolute joy as the talent and dedication is showcased. He noted there are six weeks left of school, with many fun-filled celebrations ahead. Dr. Dick thanked the Board of Education, Dr. Wendy Kemling, Mike Mason, Jadie Beam, Mandy Hadenfeldt, Justin Shaddick, Jana Mason, Libby Kaufman, Annie Stahlecker, Shelby Aaberg, the SHS Math Department and the BMS ELA teachers for the tremendous amount of research and thought that went into the selection of ChanceLight, Reveal Math, and the myPerspectives ELA programs.

12. Future Meetings and Dates to Remember

12.a. April 19, 2024 - PD Day - No School for Students

12.b. May 8, 2024 - Retirement & Recognition Ceremony - 4:00 PM - SHS Cafeteria

12.c. May 11, 2024 - Employee Appreciation Event - 4:00-7:00 PM - 18th Street Plaza

12.d. May 13, 2024 - Board of Education Meeting

12.e. May 19, 2024 - Graduation

13. Move into Closed Session

The Board of Education moved into Closed Session at 7:58 PM.

Move pursuant to § 84-1410 of the Nebraska Revised Statutes, also known as the Nebraska Open Meetings Law, that the Board of Education for Scottsbluff Public Schools move into Closed Session to include Superintendent Dr. Andrew Dick and Executive Director of Finance Marianne Carlson for the purpose of a strategy session with respect to collective bargaining. The Closed Session is necessary for the protection of the public interest. Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

14. Exit Closed Session

The Board of Education exited Closed Session at 8:50 PM.

15. Adjournment

The Board of Education Regular Meeting adjourned at 8:50 PM.

Motion to adjourn Passed with a motion by Tory Schwartz and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:4/1/2024 To Date:4/30/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
01 - GENERAL FUND						
2 - EXPENSE						
105 - SUPERINTENDENT SALARY	\$209,000.00	\$17,416.67	\$139,333.36	\$69,666.64	\$0.00	100.00%
110 - NON INSTRUCTION WAGES	\$6,331,959.73	\$343,224.23	\$2,474,078.46	\$360,830.85	\$3,497,050.42	44.77%
111 - SALARIES TEACHERS/PROFESSIONAL STAFF	\$23,646,786.12	\$1,900,031.96	\$15,380,113.23	\$7,622,499.83	\$644,173.06	97.28%
112 - INSTRUCTIONAL AIDE WAGES	\$3,061,010.22	\$310,759.21	\$2,143,992.70	\$19,122.92	\$897,894.60	70.67%
113 - SUBS	\$15,600.00	\$0.00	\$1,600.00	\$0.00	\$14,000.00	10.26%
114 - SALARIES TECHNICAL STAFF	\$298,110.80	\$25,886.58	\$198,770.34	\$69,720.64	\$29,619.82	90.06%
116 - REGULAR NON CERTIFIED STAFF	\$459,878.77	\$38,269.86	\$293,359.85	\$153,079.43	\$13,439.49	97.08%
120 - NON INSTRUCTION TEMP WAGES	\$146,044.00	\$1,272.70	\$79,999.70	\$0.00	\$66,044.30	54.78%
121 - SALARIES OF TEMP EMP PD TO TEACH/PROF	\$443,409.25	\$67,295.44	\$426,264.18	\$38,152.87	(\$21,007.80)	104.74%
122 - SALARIES OF TEMP EMP PD TO PARAS	\$0.00	\$146.64	\$601.12	\$0.00	(\$601.12)	0.00%
125 - TEMPORARY HELP - ACT	\$30,975.00	\$3,915.00	\$7,295.00	\$0.00	\$23,680.00	23.55%
130 - OVERTIME NON INSTRUCTION	\$51,611.00	\$5,405.32	\$72,218.03	\$0.00	(\$20,607.03)	139.93%
134 - OVERTIME TECHNICAL STAFF	\$0.00	\$1.05	\$37.37	\$0.00	(\$37.37)	0.00%
150 - NON INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$56,337.50	\$0.00	(\$56,337.50)	0.00%
151 - CERTIFIED STIPENDS NEGOTIATED	\$821,836.65	\$95,304.64	\$1,062,240.92	\$377,707.90	(\$618,112.17)	175.21%
152 - ADDITIONAL COMP INSTRUCTIONAL AIDES/ASSTS	\$0.00	\$0.00	\$48,750.00	\$0.00	(\$48,750.00)	0.00%
154 - TECHNICAL STAFF	\$0.00	\$0.00	\$5,500.00	\$0.00	(\$5,500.00)	0.00%
156 - PROFESSIONAL NON-CERTIFICATED STAFF	\$0.00	\$0.00	\$4,562.50	\$0.00	(\$4,562.50)	0.00%
161 - CERTIFIED STIPENDS ADDITIONAL	\$48,000.00	\$5,280.62	\$65,838.51	\$7,918.88	(\$25,757.39)	153.66%
210 - GROUP INSURANCE	\$26,097.87	\$2,585.40	\$18,459.94	\$2,585.47	\$5,052.46	80.64%
211 - GROUP INSURANCE FOR TEACHERS/PROF STAFF	\$176,322.43	\$13,737.06	\$108,975.95	\$54,358.88	\$12,987.60	92.63%
212 - GROUP INSURANCE INSTRUCTIONAL AIDES/ASSTS	\$21,965.72	\$2,248.70	\$15,577.49	\$121.40	\$6,266.83	71.47%
214 - GROUP INSURANCE TEHNCIAL STAFF	\$2,235.84	\$194.16	\$1,482.25	\$522.92	\$230.67	89.68%
215 - GROUP INSURANCE SUPERINTENDENTS	\$1,567.50	\$130.63	\$1,045.04	\$522.51	(\$0.05)	100.00%
216 - GROUP INSURANCE NON CERT PROF STAFF	\$3,449.09	\$287.42	\$2,299.36	\$1,149.69	\$0.04	100.00%
220 - FICA SS	\$485,540.01	\$25,447.50	\$192,468.09	\$25,655.08	\$267,416.84	44.92%
221 - FICA SS TEACHERS	\$1,917,487.22	\$147,368.52	\$1,209,878.50	\$572,182.86	\$135,425.86	92.94%
222 - FICA SS INSTRUCTIONAL AIDES/ASSTS	\$229,347.78	\$23,181.15	\$164,044.64	\$1,464.12	\$63,839.02	72.16%
223 - FICA SS SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$122.32	\$0.00	(\$122.32)	0.00%
224 - FICA SS TECHNICAL STAFF	\$22,805.49	\$1,930.02	\$15,154.52	\$5,211.68	\$2,439.29	89.30%
225 - FICA SS SUPERINTENDENTS	\$15,988.50	\$1,307.20	\$7,564.25	\$5,228.79	\$3,195.46	80.01%
226 - FICA SS PROF NON CERT STAFF	\$35,180.73	\$2,635.89	\$21,438.16	\$10,542.57	\$3,200.00	90.90%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date: 4/1/2024 To Date: 4/30/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
230 - RETIREMENT CONTRIBUTIONS	\$620,513.69	\$34,287.06	\$251,147.36	\$34,894.33	\$334,472.00	46.10%
231 - RETIREMENT TEACHERS/PROF STAFF	\$2,175,808.07	\$181,321.94	\$1,455,930.75	\$714,943.04	\$4,934.28	99.77%
232 - RETIREMENT INSTRUCTIONAL AIDES/ASSTS	\$289,692.89	\$30,170.89	\$209,439.10	\$1,907.05	\$78,346.74	72.96%
234 - RETIREMENT TECHNICAL STAFF	\$29,446.78	\$2,557.13	\$19,519.85	\$6,886.88	\$3,040.05	89.68%
235 - RETIREMENT SUPERINTENDENTS	\$20,644.60	\$1,720.38	\$13,763.04	\$6,881.52	\$0.04	100.00%
236 - RETIREMENT PROF NON CERT STAFF	\$45,425.91	\$3,780.22	\$30,241.77	\$15,120.88	\$63.26	99.86%
240 - ON BEHALF OF	\$278,775.00	\$0.00	\$221,762.29	\$0.00	\$57,012.71	79.55%
251 - TUITION REIMBURSEMENT TEACHERS/PROF STAFF	\$0.00	\$0.00	\$1,176.00	\$0.00	(\$1,176.00)	0.00%
260 - UNEMPLOYMENT NON INSTRUCTION	\$41,270.82	\$1,217.83	\$9,250.50	\$2,860.32	\$29,160.00	29.34%
280 - HEALTH BENEFITS-NON INSTRUCTIONAL	\$0.00	\$13,396.83	\$104,252.22	\$13,640.96	(\$117,893.18)	0.00%
281 - HEALTH BENEFITS-TEACHERS/PROFESSIONAL STAFF	\$1,187,557.08	\$65,878.36	\$519,472.85	\$260,174.60	\$407,909.63	65.65%
282 - HEALTH BENEFITS-INSTRUCTIONAL AIDES/ASSISTANTS	\$400,000.00	\$13,887.70	\$97,456.34	\$0.00	\$302,543.66	24.36%
284 - HEALTH BENEFITS-IT SUPPORT STAFF	\$0.00	\$499.06	\$3,992.48	\$1,996.24	(\$5,988.72)	0.00%
286 - HEALTH BENEFITS-PROFESSIONAL NON CERTIFIED STAFF	\$4,990.56	\$3,404.88	\$27,216.94	\$13,640.96	(\$35,867.34)	818.70%
291 - OTHER BENEFITS TEACHERS/PROF STAFF	\$10,500.00	\$3,650.75	\$69,981.83	\$0.00	(\$59,481.83)	666.49%
310 - PROFESSIONAL & TECHNICAL SERVICES	\$11,600.00	\$0.00	\$0.00	\$0.00	\$11,600.00	0.00%
312 - REPAIRS	\$51,030.00	\$280.00	\$3,717.55	\$1,853.31	\$45,459.14	10.92%
314 - INSERVICE	\$213,361.00	\$2,737.25	\$50,939.84	\$2,938.00	\$159,483.16	25.25%
315 - ACCOUNTING & AUDITING SERVICES	\$32,050.00	\$0.00	\$28,500.00	\$0.00	\$3,550.00	88.92%
316 - DATA PROCESSING	\$6,000.00	\$1,320.00	\$5,640.00	\$0.00	\$360.00	94.00%
317 - LEGAL SERVICES	\$68,250.00	\$1,876.91	\$31,716.58	\$0.00	\$36,533.42	46.47%
318 - CONTRACTED OR SECURED SERVICES	\$312,296.00	\$913.25	\$8,454.45	\$0.00	\$303,841.55	2.71%
319 - OTHER PROFESSIONAL & TECHNICAL SERVICES	\$826,423.00	\$61,445.45	\$575,257.95	\$15,256.42	\$235,908.63	71.45%
321 - FUEL	\$361,200.00	\$3,072.53	\$147,157.26	\$0.00	\$214,042.74	40.74%
322 - ELECTRICITY	\$562,675.00	\$41,864.36	\$376,326.27	\$2,689.36	\$183,659.37	67.36%
323 - WATER & SEWER	\$91,350.00	\$5,136.92	\$45,292.82	\$2,776.16	\$43,281.02	52.62%
325 - GARBAGE	\$98,700.00	\$13,628.15	\$73,773.60	\$8,395.62	\$16,530.78	83.25%
327 - RENTALS OR LEASES	\$210,225.00	\$6,682.29	\$61,494.09	\$16,995.76	\$131,735.15	37.34%
328 - PROPERTY INSURANCE	\$697,200.00	\$0.00	\$945,100.01	\$0.00	(\$247,900.01)	135.56%
330 - EMPLOYEE TRAINING AND DEVELOPMENT	\$96,000.00	\$0.00	\$1,785.00	\$0.00	\$94,215.00	1.86%
331 - CONTRACTED PUPIL TRANSPORTATION	\$1,143,050.00	\$104,358.93	\$762,569.21	\$0.00	\$380,480.79	66.71%
332 - MILEAGE TO PARENTS	\$3,875.00	\$919.64	\$5,105.44	\$247.00	(\$1,477.44)	138.13%
336 - GAS & OIL	\$179,750.00	\$16,452.15	\$129,281.33	\$0.00	\$50,468.67	71.92%
337 - TIRES & PARTS	\$12,725.00	\$913.92	\$10,210.55	\$0.00	\$2,514.45	80.24%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:4/1/2024 To Date:4/30/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
338 - REPAIRS & MAINTENANCE TO VEHICLES	\$35,875.00	\$3,444.16	\$35,683.06	\$3,625.52	(\$3,433.58)	109.57%
340 - LIABILITY INSURANCE	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
350 - ADVERTISING & PRINTING	\$28,295.00	\$265.30	\$14,471.99	\$0.00	\$13,823.01	51.15%
363 - TUITION PAID-OTHER	\$65,000.00	\$8,646.70	\$60,526.90	\$0.00	\$4,473.10	93.12%
370 - TUITION PAID-SPED	\$611,500.00	\$27,513.48	\$204,240.14	\$0.00	\$407,259.86	33.40%
380 - COMMUNICATIONS	\$131,375.00	\$14,570.39	\$89,973.38	\$23,805.71	\$17,595.91	86.61%
381 - POSTAGE	\$27,165.51	\$30.90	\$6,277.85	\$0.00	\$20,887.66	23.11%
382 - DISTANCE ED & TELECOMMUNICATIONS	\$35,420.00	\$1,968.85	\$13,857.54	\$0.00	\$21,562.46	39.12%
390 - OTHER PURCHASED SERVICES	\$45,550.00	\$0.00	\$5,620.00	\$0.00	\$39,930.00	12.34%
391 - COPY SERVICE-BUILDINGS	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00	0.00%
395 - SUBAWARDS/SUBCONTRACTS	\$60,000.00	\$11,240.00	\$75,980.83	\$0.00	(\$15,980.83)	126.63%
397 - SUBAWARDS/SUBCONTRACTS	\$0.00	\$0.00	\$24,000.00	\$0.00	(\$24,000.00)	0.00%
398 - SUBAWARDS/SUBCONTRACTS	\$15,000.00	\$778.00	\$4,925.00	\$0.00	\$10,075.00	32.83%
399 - SUBAWARDS/SUBCONTRACTS	\$16,000.00	\$0.00	\$26,400.00	\$0.00	(\$10,400.00)	165.00%
400 - SUPPLIES & MATERIALS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
410 - SUPPLIES	\$1,664,781.47	\$60,585.46	\$617,220.63	\$44,930.57	\$1,002,630.27	39.77%
411 - TAXES	\$6,250.00	\$0.00	\$893.37	\$400.00	\$4,956.63	20.69%
413 - SUPPLIES - MEDICAID REIMB.	\$0.00	\$0.00	\$117.64	\$0.00	(\$117.64)	0.00%
415 - ANNUAL PURCHASE SUPPLIES	\$244,400.00	\$27,954.19	\$156,734.72	\$42,353.25	\$45,312.03	81.46%
420 - TEXTBOOKS	\$1,078,708.00	\$41,683.98	\$130,766.71	\$189,757.08	\$758,184.21	29.71%
430 - LIBRARY BOOKS	\$18,275.00	\$14,467.73	\$28,983.46	\$3,496.38	(\$14,204.84)	177.73%
440 - PERIODICALS	\$19,726.00	\$100.00	\$753.93	\$0.00	\$18,972.07	3.82%
450 - AUDIO-VISUAL MATERIALS	\$5,100.00	\$2,660.00	\$2,660.00	\$1,760.00	\$680.00	86.67%
460 - COMPUTER HARDWARE < 5000	\$569,425.00	\$182,556.04	\$645,070.94	\$140,355.33	(\$216,001.27)	137.93%
465 - COMPUTER SOFTWARE	\$299,984.00	\$16,111.59	\$277,279.83	\$19,219.64	\$3,484.53	98.84%
466 - COMPUTER SOFTWARE	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
467 - COMPUTER SOFTWARE	\$76,400.00	\$0.00	\$0.00	\$0.00	\$76,400.00	0.00%
470 - FOOD	\$50,000.00	\$2,850.00	\$25,650.00	\$0.00	\$24,350.00	51.30%
475 - FEE WAIVER	\$15,250.00	\$0.00	\$2,800.00	\$0.00	\$12,450.00	18.36%
480 - FURNITURE & EQUIPMENT <\$5000	\$26,727.00	\$19.90	\$70,189.23	\$29,939.85	(\$73,402.08)	374.64%
490 - OTHER SUPPLIES & MATERIALS	\$0.00	\$0.00	\$57.24	\$0.00	(\$57.24)	0.00%
520 - BUILDING, ACQUISITION IMPROVEMENT	\$183,750.00	\$0.00	\$0.00	\$0.00	\$183,750.00	0.00%
530 - FURNITURE & EQUIPMENT	\$409,069.00	\$32,851.46	\$56,858.41	\$36,365.00	\$315,845.59	22.79%
550 - VEHICLE ACQUISITION	\$160,000.00	\$335.26	\$147,467.24	\$0.00	\$12,532.76	92.17%
560 - COMPUTER HARDWARE	\$185,950.00	\$30,819.81	\$50,664.21	\$0.00	\$135,285.79	27.25%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: **2023-2024** From Date: 4/1/2024 To Date: 4/30/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
563 - INSURANCE PAYMENTS	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
630 - DUES & FEES	\$105,350.00	\$1,660.92	\$49,502.39	\$0.00	\$55,847.61	46.99%
670 - TRAVEL EXPENSE & MILEAGE	\$515,421.00	\$63,946.48	\$380,872.54	\$14,794.76	\$119,753.70	76.77%
671 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$0.00	\$561.27	\$0.00	\$9,438.73	5.61%
672 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$34.14	\$6,210.01	\$0.00	(\$1,210.01)	124.20%
673 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$5,079.46	\$0.00	(\$79.46)	101.59%
674 - PROFESSIONAL DEV TRAVEL	\$1,000.00	\$196.54	\$1,883.65	\$0.00	(\$883.65)	188.37%
675 - FIELD TRIPS	\$34,950.00	\$981.80	\$13,461.08	\$0.00	\$21,488.92	38.52%
676 - PROFESSIONAL DEV TRAVEL	\$0.00	\$0.00	\$1,298.94	\$0.00	(\$1,298.94)	0.00%
677 - PROFESSIONAL DEV	\$0.00	\$0.00	(\$750.00)	\$0.00	\$750.00	0.00%
678 - PROFESSIONAL DEV	\$0.00	\$0.00	\$11,050.00	\$0.00	(\$11,050.00)	0.00%
679 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
680 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$4,044.25	\$0.00	\$5,955.75	40.44%
682 - PROFESSIONAL DEV	\$0.00	\$0.00	\$4,675.00	\$0.00	(\$4,675.00)	0.00%
690 - MISCELLANEOUS EXPENSES	\$133,820.00	\$3,739.69	\$34,069.02	\$4,615.02	\$95,135.96	28.91%
695 - FAMILY INVOLVEMENT	\$8,750.00	\$114.18	\$4,558.98	\$0.00	\$4,191.02	52.10%
999 - CREDIT FOR USE	(\$164,850.00)	(\$35,274.98)	(\$222,020.21)	\$0.00	\$57,170.21	134.68%
01 - GENERAL FUND Total:	\$55,368,582.10	\$4,169,490.32	\$33,586,949.18	\$11,077,762.45	\$10,703,870.47	80.67%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:4/1/2024 To Date:4/30/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
Grand Total:	\$55,368,582.10	\$4,169,490.32	\$33,586,949.18	\$11,077,762.45	\$10,703,870.47	80.67%

End of Report

Scottsbluff Public Schools

Fund Balances

Fiscal Year: 2023-2024

Month: April

Year: 2024

Fund Type:

Include Cash Balance

FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
01	GENERAL FUND	\$17,375,880.21	\$33,690,607.46	(\$33,586,973.50)	\$0.00	\$17,479,514.17
02	SPECIAL BUILDING FUND	\$3,502,238.27	\$413,376.01	(\$1,581,554.92)	\$0.00	\$2,334,059.36
03	SCHOOL LUNCH FUND	\$2,066,697.62	\$1,654,521.69	(\$1,803,799.89)	\$0.00	\$1,917,419.42
04	QUAL CAPITAL PURPOSE FUND	\$670,898.93	\$167,147.52	(\$45,745.50)	\$0.00	\$792,300.95
05	ACTIVITY FUND	\$490,266.25	\$731,725.90	(\$662,783.68)	\$0.00	\$559,208.47
06	DEPRECIATION FUND	\$1,864,546.89	\$0.00	(\$1,360,109.87)	\$0.00	\$504,437.02
07	STUDENT FEE FUND	\$15,351.47	\$18,269.75	(\$27,367.14)	\$0.00	\$6,254.08
08	EMPLOYEE BENEFIT FUND	\$33,889.56	\$196,465.57	(\$194,912.30)	\$0.00	\$35,442.83
09	COOPERATIVE FUND	\$50,228.43	\$142,977.92	(\$138,370.03)	\$0.00	\$54,836.32
10	BOND FUND	\$5,003,785.78	\$1,188,091.12	(\$2,562,811.95)	\$0.00	\$3,629,064.95
Grand Total:		\$31,073,783.40	\$38,203,182.94	(\$41,964,428.78)	\$0.00	\$27,312,537.57

End of Report

Scottsbluff Public Schools

Revenue Report

Summary Only From Date: 4/1/2024 To Date: 4/30/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund: 01 GENERAL FUND					
01.1.1030.102.0.000.00 BAD DEBT WRITE OFF	\$0.00	\$163.22	\$883.88	(\$883.88)	0.00%
01.1.1110.100.0.000.00 LOCAL DISTRICT TAXES	\$15,118,198.00	\$544,568.18	\$4,295,046.69	\$10,823,151.31	71.59%
01.1.1115.100.0.000.00 CARLINE TAXES / DEBATE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
01.1.1120.100.0.000.00 PUBL POWER SALES TAX	\$500,000.00	\$604,307.26	\$604,307.26	(\$104,307.26)	-20.86%
01.1.1125.100.0.000.00 MOTOR VEHICLE TAX	\$1,300,000.00	\$156,544.48	\$970,529.80	\$329,470.20	25.34%
01.1.1270.100.0.000.00 PRESCHOOL RECEIPTS	\$120,000.00	\$10,144.15	\$95,409.99	\$24,590.01	20.49%
01.1.1270.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$14,247.99	\$134,352.58	(\$134,352.58)	0.00%
01.1.1270.102.0.000.00 PRESCHOOL RECEIPTS	\$0.00	\$0.00	\$773.13	(\$773.13)	0.00%
01.1.1270.102.0.015.00 BAD DEBT WRITE OFF	\$0.00	(\$131.63)	(\$376.85)	\$376.85	0.00%
01.1.1321.100.0.000.00 TUITION FROM OTHER SCHOOL DISTRICTS WITHIN STATE	\$0.00	\$0.00	\$3,074.00	(\$3,074.00)	0.00%
01.1.1410.100.0.000.00 INTEREST INVESTMENTS/DIGITAL GRAPHIC ART	\$100,000.00	\$38,635.04	\$407,033.72	(\$307,033.72)	-307.03%
01.1.1610.100.0.000.00 LOCAL LICENSE FEES	\$20,000.00	\$7,852.50	\$23,255.00	(\$3,255.00)	-16.28%
01.1.1620.100.0.000.00 POLICE COURT FINES/SALE OF NON REIMB	\$0.00	\$14,957.53	\$128,433.69	(\$128,433.69)	0.00%
01.1.1810.100.0.000.00 AFTER SCHOOL PROGRAM	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%
01.1.1810.100.0.050.00 AFTER SCHOOL PROGRAM	\$0.00	\$580.44	\$4,554.95	(\$4,554.95)	0.00%
01.1.1810.100.0.060.00 AFTER SCHOOL PROGRAM	\$0.00	\$1,713.70	\$15,006.02	(\$15,006.02)	0.00%
01.1.1810.100.0.080.00 AFTER SCHOOL PROGRAM	\$0.00	\$820.33	\$7,996.25	(\$7,996.25)	0.00%
01.1.1810.102.0.050.00	\$0.00	(\$0.36)	(\$92.25)	\$92.25	0.00%

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 4/1/2024

To Date: 4/30/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
BAD DEBT WRITE OFF					
01.1.1810.102.0.060.00	\$0.00	(\$31.23)	(\$172.58)	\$172.58	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.102.0.080.00	\$0.00	\$0.00	(\$94.46)	\$94.46	0.00%
BAD DEBT WRITE OFF					
01.1.1820.100.0.015.00	\$0.00	\$1,706.95	\$17,897.16	(\$17,897.16)	0.00%
PRESCHOOL BEFORE & AFTER SCHOOL CARE					
01.1.1820.102.0.015.00	\$0.00	\$0.00	(\$132.50)	\$132.50	0.00%
BAD DEBT WRITE OFF					
01.1.1910.100.0.000.00	\$10,000.00	\$4,675.00	\$8,975.00	\$1,025.00	10.25%
RENTAL - SCHOOL FACILITIES					
01.1.1925.100.0.000.00	\$0.00	\$0.00	\$2,660.42	(\$2,660.42)	0.00%
GRANT FROM CORP & OTHER PRIVATE INTEREST					
01.1.1990.100.0.000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%
OTHER LOCAL RECEIPTS					
01.1.2110.100.0.000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	100.00%
COUNTY FINES & LICENSES					
01.1.3110.100.0.000.00	\$18,480,589.00	\$1,815,961.90	\$14,644,379.20	\$3,836,209.80	20.76%
STATE AID					
01.1.3110.100.0.015.00	\$0.00	\$32,097.10	\$256,776.80	(\$256,776.80)	0.00%
STATE AID					
01.1.3120.100.0.000.00	\$4,400,000.00	\$796,401.00	\$4,112,964.00	\$287,036.00	6.52%
SPECIAL ED					
01.1.3125.100.0.000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
SPECIAL EDUC. TRANSPORTATION					
01.1.3130.100.0.000.00	\$0.00	\$99,296.51	\$190,402.22	(\$190,402.22)	0.00%
HOMESTEAD EXEMPTION					
01.1.3132.100.0.000.00	\$0.00	\$0.00	\$456,349.52	(\$456,349.52)	0.00%
PERSONAL PROPERTY TAX CREDIT					
01.1.3133.100.0.000.00	\$0.00	\$222.75	\$222.75	(\$222.75)	0.00%
NAMEPLATE CAPACITY TAX					
01.1.3135.100.0.000.00	\$10,000.00	\$0.00	\$14,492.00	(\$4,492.00)	-44.92%
HIGH ABILITY LEARNERS					
01.1.3180.100.0.000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	100.00%
PRO RATE MOTOR VECHICLE TAX					
01.1.3200.100.0.000.00	\$350,000.00	\$0.00	\$546,107.38	(\$196,107.38)	-56.03%

Scottsbluff Public Schools

Revenue Report

Summary Only From Date: 4/1/2024 To Date: 4/30/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
STATE APPORTIONMENT					
01.1.3540.100.0.000.00	\$250,000.00	\$0.00	\$214,812.17	\$35,187.83	14.08%
STATE EARLY CHILDHOOD-STADIUM					
01.1.3541.100.0.000.00	\$306,850.00	\$0.00	\$280,966.00	\$25,884.00	8.44%
EARLY CHILDHOOD SIXPENCE					
01.1.3551.100.0.000.00	\$0.00	\$0.00	\$24,343.00	(\$24,343.00)	0.00%
Career Education State Grant					
01.1.3599.100.0.000.00	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)	0.00%
OTHER STATE CATEGORICAL PROGRAMS					
01.1.3990.100.0.000.00	\$1,000.00	\$0.00	\$2,978.52	(\$1,978.52)	-197.85%
OTHER STATE RECEIPTS					
01.1.3992.100.0.000.00	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
EDUCATION QUEST					
01.1.4105.100.0.000.00	\$0.00	\$0.00	\$11,906.64	(\$11,906.64)	0.00%
UNIVERSAL SERVICES FUND (E-RATE)					
01.1.4200.100.0.000.00	\$1,100,000.00	\$0.00	\$850,532.00	\$249,468.00	22.68%
TITLE 1, PART A					
01.1.4222.100.0.000.00	\$11,000.00	\$0.00	\$16,873.00	(\$5,873.00)	-53.39%
MCKINNEY HOMELESS GRANT					
01.1.4310.100.0.000.00	\$150,000.00	\$0.00	\$88,881.00	\$61,119.00	40.75%
TITLE II, PART A					
01.1.4330.100.0.000.00	\$0.00	\$0.00	\$50,297.00	(\$50,297.00)	0.00%
Title VI, REAP RURAL LOW INCOME					
01.1.4404.100.0.000.00	\$0.00	\$0.00	\$756,633.00	(\$756,633.00)	0.00%
IDEA BASE 0-4					
01.1.4406.100.0.000.00	\$19,000.00	\$0.00	\$20,483.00	(\$1,483.00)	-7.81%
IDEA PRESCHOOL BASE ALLOC					
01.1.4410.100.0.000.00	\$800,000.00	\$0.00	\$0.00	\$800,000.00	100.00%
IDEA/ENROLLMENT & POVERTY					
01.1.4412.100.0.000.00	\$25,000.00	\$0.00	\$26,635.00	(\$1,635.00)	-6.54%
IDEA PART B PORPORTIONALTE SHARE					
01.1.4450.100.0.000.00	\$200,000.00	\$0.00	\$312,672.63	(\$112,672.63)	-56.34%
M.I.P.S.					
01.1.4455.100.0.000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	100.00%
MEDICAID CLAIM PROCESSING					
01.1.4510.100.0.000.00	\$430,000.00	\$91,528.18	\$462,034.58	(\$32,034.58)	-7.45%

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 4/1/2024

To Date: 4/30/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
TITLE IV STUDENT SUPPORT & ACADEMIC ENRICHMENT GRA					
01.1.4700.100.0.000.00 CARL PERKINS	\$55,000.00	\$0.00	\$55,301.00	(\$301.00)	-0.55%
01.1.4910.100.0.000.00 INDIAN EDUCATION	\$25,000.00	\$0.00	\$28,516.24	(\$3,516.24)	-14.06%
01.1.4925.100.0.000.00 TITLE III ELL	\$20,000.00	\$0.00	\$27,341.20	(\$7,341.20)	-36.71%
01.1.4967.100.0.000.00 TITLE IV PART A	\$70,000.00	\$57,541.00	\$80,969.00	(\$10,969.00)	-15.67%
01.1.4968.100.0.000.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$0.00	\$0.00	\$150,000.00	(\$150,000.00)	0.00%
01.1.4968.100.1.060.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
01.1.4968.100.1.070.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
01.1.4968.100.1.080.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
01.1.4988.100.0.000.00 ARP - ELO	\$0.00	\$0.00	\$11,008.00	(\$11,008.00)	0.00%
01.1.4988.100.1.000.00 ARP - Expanded Learning Collaborative	\$192,500.00	\$0.00	\$0.00	\$192,500.00	100.00%
01.1.4989.100.0.000.00 ARP - ELO SUMMER	\$0.00	\$34,144.00	\$64,054.00	(\$64,054.00)	0.00%
01.1.4992.100.0.000.00 AFJROTC	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
01.1.4993.100.0.000.00 ARP HCY I	\$0.00	\$0.00	\$1,173.00	(\$1,173.00)	0.00%
01.1.4994.100.0.000.00 ARP HCY II	\$0.00	\$0.00	\$10,244.00	(\$10,244.00)	0.00%
01.1.4995.100.0.000.00 CATEGORICAL GRANTS	\$1,626,104.00	\$131,358.01	\$382,855.86	\$1,243,248.14	76.46%
01.1.4997.100.0.000.00 ESSER II Grant	\$0.00	\$0.00	\$2,667,152.00	(\$2,667,152.00)	0.00%
01.1.4998.100.0.000.00 ESSER III Grant	\$5,015,245.00	\$0.00	\$0.00	\$5,015,245.00	100.00%
01.1.5250.000.0.000.00	\$0.00	\$9,623.83	\$9,623.83	(\$9,623.83)	0.00%

Scottsbluff Public Schools

Revenue Report

Summary Only From Date: 4/1/2024 To Date: 4/30/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
BOY/GIRL SWIMMING					
01.1.5301.100.0.000.00	\$0.00	\$890.00	\$18,132.54	(\$18,132.54)	0.00%
INSURANCE ADJUSTMENTS					
01.1.5400.100.0.000.00	\$2,500.00	\$0.00	\$775.00	\$1,725.00	69.00%
SALE OF PROPERTY					
01.1.5690.100.0.000.00	\$25,000.00	\$1,008.75	\$99,399.48	(\$74,399.48)	-297.60%
OTHER NON-REVENUE RECEIPTS					
Fund 01 Total:	\$51,520,986.00	\$4,470,826.58	\$33,690,607.46	\$17,830,378.54	34.61%
Grand Total:	\$51,520,986.00	\$4,470,826.58	\$33,690,607.46	\$17,830,378.54	34.61%

End of Report

FOR BOARD REPORT : April 2024

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FUND	PAYROLL	AP DISBURSEMENTS	OTHER EXPENSES*	TOTAL
General	\$ 3,386,439.63	\$ 766,524.36	\$ 16,526.33	\$ 4,169,490.32
Special Building		\$ 21,889.09	\$ -	\$ 21,889.09
Cafeteria		\$ 188,158.86	\$ 339.32	\$ 188,498.18
Hazardous Materials		\$ 34,599.75	\$ -	\$ 34,599.75
Activities		\$ 66,445.14	\$ 4,920.90	\$ 71,366.04
Capital Replacement Fund		\$ 84,594.53	\$ 6,461.86	\$ 91,056.39
Student Fee Fund		\$ 5,356.18	\$ -	\$ 5,356.18
Employee Benefit Fund		\$ 17,668.82	\$ (8,029.06)	\$ 9,639.76
Cooperative		\$ 18,628.45	\$ 204.00	\$ 18,832.45
Bond Fund		\$ -	\$ -	\$ -
TOTALS				
GRAND TOTALS FOR April 2024	\$ 3,386,439.63	\$ 1,203,865.18	\$ 20,423.35	\$ 4,610,728.16

*Includes Transfers

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Fund	Vendor	Description	Amount
01	AC Electric Motor Service	SERVICES	\$ 325.81
	ACCS Inc	SERVICES	\$ 778.00
	Alarm Security Technicians	SERVICES	\$ 205.00
	Allo Communications	UTILITIES	\$ 12,549.08
	Apple Inc.	COMPUTER HARDWARE	\$ 181,350.00
	Avalis Wayfinding Solutions	SUPPLIES	\$ 490.00
	Axtell Community School	SERVICES	\$ 7,000.00
	B & C Steel Corporation	SUPPLIES	\$ 837.80
	Backupify, Inc.	COMPUTER SOFTWARE	\$ 1,700.00
	Barge, Cody	SERVICES	\$ 1,040.00
	Beckler, Scott	SERVICES	\$ 650.00
	Benzel Pest Control	SERVICES	\$ 824.31
	Benzel, Lukas R	REIMBURSEMENT	\$ 40.00
	Best Western Inn North Platte	TRAVEL EXPENSE	\$ 459.00
	Black Hills Energy	UTILITIES	\$ 1,464.43
	Bluffs Facility Solutions	SUPPLIES	\$ 1,919.24
	BSN Sports LLC	MISCELLANEOUS EXPENSES	\$ 22,951.46
	C W D Cash Wa Distributing Co Inc	SUPPLIES	\$ 143.12
	Central Security Communication	SERVICES	\$ 21.00
	Century Business Products, Inc.	SERVICES	\$ 3,559.29
	CenturyLink	SERVICES	\$ 375.22
	Chimney Rock Public Power Dist	UTILITIES	\$ 2,067.55
	City of Gering	UTILITIES	\$ 40.17
	City of Scottsbluff	UTILITIES	\$ 18,289.16
	Classic Lanes	SERVICES	\$ 270.00
	Cline Williams LLP	LEGAL SERVICES	\$ 189.16
	Column Software, PBC	MISCELLANEOUS EXPENSES	\$ 17.05
	Country Inn & Suites Lincoln Airport	TRAVEL EXPENSE	\$ 1,958.00
	Crossroads Music LLC	REPAIRS	\$ 280.00
	Culligan of Scottsbluff	SERVICES	\$ 152.50
	Davies, Michael	SERVICES	\$ 1,100.00
	Dennis Supply Company	SUPPLIES	\$ 2,567.48
	DK Smith LLC	EQUIPMENT	\$ 9,900.00
	Doc Morgan, Inc.	SUPPLIES	\$ 3,987.32
	Douglas, Kelly and Ostdiek, P.C.	LEGAL SERVICES	\$ 1,687.75
	Durbin, Marv	REIMBURSEMENT	\$ 36.05
	Dutton-Lainson Company	SUPPLIES	\$ 420.28
	Duxbury Systems, Inc.	SUPPLIES	\$ 445.00
	DWF Wholesale Florists	SUPPLIES	\$ 311.04
	Eakes Office Solutions	SUPPLIES	\$ 9,636.34
	Educational Service Unit #13 9800	MISCELLANEOUS EXPENSES	\$ 47,481.18
	Embassy Suites - Lincoln Convention Cent	TRAVEL EXPENSE	\$ 556.00
	Engineered Controls	SERVICES	\$ 2,199.94
	Erdman, Craig	SERVICES	\$ 575.00
	FirstGroup America	SERVICES	\$ 104,893.28
	Floyd's Sales And Service	REPAIRS & MAINTENANCE	\$ 1,417.23
	Follett Content Solutions, LLC	SUPPLIES	\$ 8,001.48
	Follett School Solutions, Inc.	SUPPLIES	\$ 3,010.00
	Gartner & Associates Co, Inc.	SUPPLIES	\$ 1,067.00
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$ 4,266.81
	Gealy, Tyler	SERVICES	\$ 550.00
	Griess, Ashlee	REIMBURSEMENT	\$ 447.00
	Halley, Michael W	SERVICES	\$ 450.00
	Hampton Inn & Suites	TRAVEL EXPENSE	\$ 552.64
	Hampton Inn _ 13406	TRAVEL EXPENSE	\$ 1,749.30
	Harris, Adam	REIMBURSEMENT	\$ 114.57
	Herd, Sue E	REIMBURSEMENT	\$ 120.18
	Hoelsing, Nichole	REIMBURSEMENT	\$ 14.07
	Honey Wagon Express	SERVICES	\$ 300.00
	Hugen, Hillari	REIMBURSEMENT	\$ 20.10
	J W Pepper Of Minneapolis	SUPPLIES	\$ 563.99

Johnson, Ruth	SERVICES	\$	270.00
Kajeet, Inc.	COMPUTER SOFTWARE	\$	616.58
Kling, Carolyn	LEASE	\$	650.00
Kontogiannis, Stan	SERVICES	\$	270.00
Krentz, Avery	REIMBURSEMENT	\$	40.24
Kruger, Natasha	MILEAGE	\$	865.64
Lawayne Klein	LEASE	\$	1,300.00
Lee, Mi C	REIMBURSEMENT	\$	8.44
Lift Solutions, Inc.	REPAIRS & MAINTENANCE	\$	236.20
Linz Soto, Martin	SERVICES	\$	175.00
Luna, Sylvia	REIMBURSEMENT	\$	46.10
Makerbot Holdings Inc	SUPPLIES	\$	312.00
Marian High School	DUES & FEES	\$	453.00
Matheson Tri-Gas, Inc.	SUPPLIES	\$	2,948.64
McGraw-Hill Companies	SUPPLIES	\$	16,980.78
Mechanical Sales, Inc.	SUPPLIES	\$	1,499.71
Menards	SUPPLIES	\$	347.86
Monument Physical Therapy LLC	SERVICES	\$	2,713.75
Moreno, Melissa	REIMBURSEMENT	\$	11.79
MRG Enterprises, LLC	LEASE	\$	1,500.00
Najm, Baleria	REIMBURSEMENT	\$	93.46
NCS Pearson, Inc	SUPPLIES	\$	768.60
Nebraska Agricultural Education Assoc	DUES & FEES	\$	450.00
Nebraska Council Of School Admin	DUES & FEES	\$	1,435.00
Nebraska Dept of Education	MISCELLANEOUS EXPENSES	\$	130.00
Nebraska Machinery Co	SUPPLIES	\$	786.84
Nebraska Public Power District	UTILITIES	\$	39,796.81
Nebraska Safety & Fire Equipment, Inc.	SERVICES	\$	125.00
New Victorian Inn - Kearney	TRAVEL EXPENSE	\$	389.94
O'Boyle, Barbara	REIMBURSEMENT	\$	410.00
Options in Pyschology, LLC	SERVICES	\$	950.00
Ortega, Lucy	REIMBURSEMENT	\$	145.79
Panhandle Cooperative Assn	SUPPLIES	\$	204.91
Petty Cash-Student Services	SUPPLIES	\$	308.29
PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	67,216.45
Pipe Works Plumbing, LLC	SERVICES	\$	1,338.64
PresenceLearning, Inc.	COMPUTER SOFTWARE	\$	16,366.20
Print Express	SUPPLIES	\$	1,441.25
QBS, INC.	SERVICES	\$	1,700.00
Quadient Finance USA, Inc.	LEASE	\$	1,000.00
Randall Standridge Music LLC	SUPPLIES	\$	150.00
Really Great Reading Company, LLC	TEXTBOOKS	\$	7,458.00
Refrigeration Hardware Supply Corp	SUPPLIES	\$	593.45
Regional Care Inc	EMPLOYEE BENEFITS	\$	535.00
RMS Visual Designs, INC/Robert Strunks	SERVICES	\$	1,075.00
Rural Radio Scottsbluff	ADVERTISING	\$	75.00
Savvas Learning Company LLC	TEXTBOOKS	\$	15,249.60
Schaneman, Ashlen	REIMBURSEMENT	\$	1,233.75
School Specialty	SUPPLIES	\$	65.63
Scotts Bluff County Communications	SERVICES	\$	3,010.00
Scottsbluff Public Schools 29270	FUEL	\$	13,002.42
Scottsbluff Schools Cafeteria Fund	SERVICES	\$	2,850.00
Scottsbluff Screenprinting	SUPPLIES	\$	675.00
Shaqy Buffalo Carwash LLC	MAINTENANCE	\$	20.00
Skelcher, Betsy Elizabeth	REIMBURSEMENT	\$	17.32
Sodexo Operations, LLC	SERVICES	\$	691.80
Sonova USA Inc.	SUPPLIES	\$	435.00
Spic & Span Cleaners	SUPPLIES	\$	1,867.25
Staman, Jenise M	REIMBURSEMENT	\$	101.17
Staples Contract & Commercial, Inc.	SUPPLIES	\$	9,420.96
Staples Technology Solutions	COMPUTER HARDWARE	\$	30,819.81
State Industiral Products	SUPPLIES	\$	359.37

	State Of Nebraska Das Communications	SERVICES	\$	267.63	
	Team Chevrolet	REPAIRS & MAINTENANCE	\$	1,204.58	
	Teeple, Caroline	REIMBURSEMENT	\$	47.57	
	Thompson Glass Inc	SERVICES	\$	560.00	
	Thunderbird Forensics	MISCELLANEOUS EXPENSES	\$	271.50	
	thyssenkrupp Elevator Corporation	SERVICES	\$	3,712.41	
	Trane U.S. Inc	SERVICES	\$	403.92	
	Tree Monkeys LLC	SERVICES	\$	2,000.00	
	Twin City Roofing Sheet Metal Inc.	SERVICES	\$	1,733.95	
	UNL Dept of Agriculture	SUPPLIES	\$	180.00	
	Valley Youth Connections, LLC	SERVICES	\$	11,240.00	
	Valverde, Gabriela	REIMBURSEMENT	\$	42.21	
	Veilleux, Kymbre	REIMBURSEMENT	\$	1,025.00	
	Verizon Wireless	UTILITIES	\$	1,516.11	
	Verne Simmonds Company	SUPPLIES	\$	1,088.00	
	Villagrana, Mark Adam	SERVICES	\$	205.00	
	Vistabeam	UTILITIES	\$	600.00	
	Waste Connection Of Ne, Inc.	GARBAGE	\$	468.14	
	Weathercraft Roofing	SERVICES	\$	3,156.00	
	Weber, Thomas G.	SERVICES	\$	625.00	
	Westco Western Cooperative Co.	SUPPLIES	\$	4,663.35	
	Western Mechanical Solutions, LLC	SUPPLIES	\$	2,879.17	
	WPCI	SERVICES	\$	2,135.00	
	Y M C A	SERVICES	\$	104.00	
		Fund Total	\$		766,524.36
02	Baker & Associates, Inc.	SERVICES	\$	6,755.00	
	INA Alert, Inc	SERVICES	\$	11,091.59	
	JEO Consulting Group, Inc	SERVICES	\$	4,042.50	
		Fund Total	\$		21,889.09
03	Sodexo Operations, LLC	SERVICES	\$	188,155.31	
	Strauch, Bevely	REIMBURSEMENT	\$	3.55	
		Fund Total	\$		188,158.86
04	Baker & Associates, Inc.	SERVICES	\$	4,063.50	
	JEO Consulting Group, Inc	SERVICES	\$	2,036.25	
	Mark Chrisman Trucking	SERVICES	\$	28,500.00	
		Fund Total	\$		34,599.75
05	Alliance Public Schools	DUES & FEES	\$	200.00	
	Anderson's Prom & Party	MISCELLANEOUS EXPENSES	\$	599.20	
	Arthur's Pizza	MISCELLANEOUS EXPENSES	\$	88.00	
	Band Shoppe	SUPPLIES	\$	176.96	
	Barge, Cody	SERVICES	\$	530.00	
	Best Western Inn North Platte	TRAVEL EXPENSE	\$	428.00	
	Binning, John	SERVICES	\$	180.00	
	BSN Sports LLC	EQUIPMENT	\$	2,315.00	
	Business Farmer	DUES & FEES	\$	714.43	
	C W D Cash Wa Distributing Co Inc	SUPPLIES	\$	1,546.36	
	Chadron Public Schools	DUES & FEES	\$	-	
	Disquises, LLC	SUPPLIES	\$	9,233.96	
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	2,074.21	
	Gothenburg High School	DUES & FEES	\$	160.00	
	Hudl	MISCELLANEOUS EXPENSES	\$	1,495.90	
	Johnson, Ruth	SERVICES	\$	70.00	
	Lexington Public Schools	DUES & FEES	\$	80.00	
	Linz Soto, Martin	SERVICES	\$	70.00	
	McCook Public Schools	DUES & FEES	\$	50.00	
	Millard West Forsensics	DUES & FEES	\$	307.00	
	Nebraska FFA Association 49655	DUES & FEES	\$	694.00	
	New Victorian Inn - Kearney	TRAVEL EXPENSE	\$	324.95	

	Ogallala High School	DUES & FEES	\$	150.00	
	Paul Reed Construction	SERVICES	\$	792.00	
	PDK International/Educators Rising	DUES & FEES	\$	2,024.00	
	Pepsi-Cola Of Alliance	SUPPLIES	\$	779.90	
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	32,025.02	
	Print Express	SUPPLIES	\$	2,215.25	
	Regional West Medical Center	SERVICES	\$	1,330.00	
	Salas, Lee	SERVICES	\$	400.00	
	Scottsbluff Screenprinting	SUPPLIES	\$	3,376.00	
	Sportboardz	SUPPLIES	\$	5.00	
	Weborg 21 Centre	SERVICES	\$	1,050.00	
	Yanda's Music & Pro Audio	SUPPLIES	\$	960.00	
		Fund Total	\$		66,445.14
06	Ace Hardware	SUPPLIES	\$	34.36	
	Baker & Associates, Inc.	SERVICES	\$	43,337.19	
	Border States Industries, Inc.	SERVICES	\$	3,890.00	
	BSN Sports LLC	SUPPLIES	\$	2,353.20	
	Column Software, PBC	MISCELLANEOUS EXPENSE	\$	39.01	
	Demco	SUPPLIES	\$	2,952.00	
	Dennis Supply Company	SUPPLIES	\$	5,722.79	
	Dutton-Lainson Company	SERVICES	\$	8,492.51	
	Kansas City Audio-Visual Inc.	SUPPLIES	\$	3,421.98	
	Makerbot Holdings Inc	SUPPLIES	\$	1,434.70	
	Midwest Door and Hardware	SUPPLIES	\$	6,603.00	
	School Specialty	SUPPLIES	\$	1,126.80	
	Sweetwater Sound Inc.	SUPPLIES	\$	2,802.99	
	Twin City Roofing Sheet Metal Inc.	SERVICES	\$	2,384.00	
		Fund Total	\$		84,594.53
07	PFM Financial Services LLC	MISCELLANEOUS EXPENSE	\$	5,356.18	
		Fund Total	\$		5,356.18
08	Nebraska Dept of Labor Unemploy	EMPLOYEE BENEFITS	\$	628.54	
	Regional Care Inc	EMPLOYEE BENEFITS	\$	17,040.28	
		Fund Total	\$		17,668.82
09	PFM Financial Services LLC	FUEL	\$	18,628.45	
		Fund Total	\$		18,628.45
		April 2024 Total	\$		1,203,865.18

Business Operations

Records Management and Disposition

1. General Standard

Records should generally be organized, managed, retained, and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer

The Superintendent or the Superintendent's designee is hereby designated as the records officer of the District for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages

Electronic messages are communications using an electronic system for the conduct of district business internally, between other state and local government agencies, and with parents or guardians, students, patrons, and others in the outside world. These messages may be in the form of email, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and email are used, depending on the context, to mean the same thing. The District's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

- a. End-User Management. End-user means anyone who creates or receives electronic messages on the District's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing, and disposing of records that are part of his or her desktop computer.
- b. Retention of Emails. The District utilizes an electronic management system that allows for all emails to be ~~archived. saved for an indefinite period of time.~~ By utilizing this service, the District intends for all ~~non-deleted~~ emails to be ~~saved archived~~ indefinitely and ~~deleted emails to be archived for no more than two years, which complies to comply~~ with all legal retention requirements. Regardless of the electronic management system, the Board does not authorize any employee to destroy, hide, or corrupt any school district email, or attempt to circumvent this email retention expectation.
- c. Transitory Messages. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts, unwanted and unneeded "junk" mail, "personal" mail for employees not related to school business, unsolicited sectarian, religious, partisan, political, or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial

topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- i. Records with Less Than Permanent Retention Periods. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - ii. Permanent/Archival Retention Records. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency, and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Proper Use of Electronic Messages
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, or sexual preference, promote sexual harassment, or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the District. Electronic messaging is not permitted to be used for personal purposes except for incidental, intermittent, or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates district business.
 - iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

- iv. Other Regulations. Electronic messaging is subject to all requirements of the District's Board Policy 6800 – Internet Safety Policy and may be monitored and accessed at any time without prior notice. The District has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all Board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the Board may be kept as an electronic record.

5. Litigation Holds

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. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

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. Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system. Such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of \$50,000 or more (or one percent of

the total annual budget of the District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: [Neb. Rev. Stat. §§ 84-712 to 84-712.09](#)
[Neb. Rev. Stat. §§ 84-1201 to 84-1227](#)
[Laws 2010, LB 742](#)
[Schedule 10: Records of Local School Districts \(Feb. 1989\)](#)
[Schedule 24: Local Agencies General Records \(March 2005\)](#)
[Electronic Imaging Guidelines \(March 2003\)](#)

Date of Adoption: August 9, 2021
Date of Revision: ~~May 8, 2023~~ May 13, 2024

Personnel –~~Certificated Employees~~Leave of Absence

After a minimum of ~~three~~ **seven** years of **continuous** employment in Scottsbluff Public Schools, a teacher may apply for a one-year leave of absence. Criteria to be considered by the Superintendent in recommending approval or denial of a request include:

1. Consistency with Negotiated Agreement;
2. No more than ~~one elementary teacher and no more than one secondary teacher~~ **three teachers** may be on leave during the same year. If more than ~~one~~ **three** requests ~~is~~ **are** received ~~from the elementary or secondary~~, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the ~~school~~ District, and seniority;
3. Requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1;
4. A qualified replacement must be found before the leave is approved;
5. No salary or benefits will be paid to the teacher by the District during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier, the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
6. A teacher who wishes to return from leave shall notify the Superintendent in writing by ~~March 1~~ **February 1**. If no such notice is received by ~~March 1~~ **February 1**, the teacher is considered to have resigned. The ~~school~~ District shall not be responsible for reminding the teacher of the required return notice;
7. A teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement; and,
8. A teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

Date of Adoption: August 9, 2021

Date of Revision: **May 13, 2024**

InstructionRegulations for School TripsSchool Trips Definition

School trips include field trips and non-NSAA-sponsored club or activity travel.

School Trip Purpose

School trips should have an educational purpose and be appropriate for the age and maturity level of the group. School trips planned as rewards will be considered and approved on a case-by-case basis.

School Trip Approval

The principal may authorize school trips when such events contribute to the achievement of the education goals of the District. In authorizing school trips, the principal shall consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. The Superintendent's approval will be required for school trips outside the state or over 300 miles. Board approval will be required for school trips that involve unusual length or expense.

School trips are to be arranged with the principal well in advance. The School Trip Request Form must be submitted by the employee. In the event a substitute teacher is needed, the teacher is responsible for reporting the absence within the substitute calling system.

School Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

Supervision on School Trips

School employees shall appropriately supervise each school trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor-to-student ratios will be used. A group of 16-30 students must have a minimum of two adult supervisors, a group of 31-45 students must have a minimum of three adult supervisors, and a group of 46-60 students must have a minimum of four adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.

School Trip Permission

The School Trip Permission portion of the Scottsbluff Public Schools Parent-Student Permission Information Record Sheet will be required prior to the student's participation in field trips or Non-NSAA sponsored club or activity travel.

Overnight School Trips

School trips involving an overnight stay must have additional parent notification and permission on the Overnight Trip Permission Form.

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, ~~exceptions can be made through administrative approval and written parent permission, exceptions can be approved by the building principal with only groups smaller than fifteen students, or when supervisory responsibilities are shared with other school districts.~~ exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

School Trip Cost

The cost of a school trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate. Any expenses associated with extracurricular activity trips must comply with Board Policy 5416 - Student Fees Policy.

School Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

School Trips as an Incentive

Withholding students' participation in school trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.

Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team)

Activity Trip Approval

All activity trips, and the arrangements for them, must have the approval of the Activities Director.

Activity Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.

Supervision on Activity Trips

School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents and other adults may help with such supervision under the direction of a school employee.

Activity Trip Permission

Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.

Overnight Activity Trips

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be approved by the building principal with only groups smaller than fifteen students or when supervisory responsibilities are shared with other school districts. **made when supervisory responsibilities are shared with other school districts or by meeting the following:**

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

Activity Trip Cost

The cost of a trip shall be determined in advance by the Activities Director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.

Activity Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each

incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

Non-School Sponsored Trips

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school-sponsored travel. Any exceptions will require Superintendent and Board approval.

These opportunities are often worthwhile and beneficial to students. The message the District wants to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school-sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.

Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessments, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.

Parents must receive and sign a written notification that the trip is not school-sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, principal, or Activities Director.

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ May 13, 2024

InstructionSupervision of Students on Overnight Trips

This policy is established and adopted to ensure the safety and well-being of students participating in overnight trips sponsored by the District.

Safety Precautions

- Trip sponsors must consider and implement appropriate safety measures.
- All trip planning should follow the District's safety rules and expectations.
- Students must be provided with clear instructions regarding behavior expectations, emergency procedures, and contact information for trip sponsors and chaperones.
- The Superintendent or the Superintendent's designee shall have the discretion to deny any overnight trip request that does not, in the Superintendent's opinion, meet the District's safety expectations.

Pre-Trip Approval Procedures

- Trip sponsors must submit a School Trip Request Form to the administration.
- Approval of overnight trip requests will be granted based on the alignment of the trip with educational objectives, safety considerations, and available resources.
- Trip sponsors must obtain parental consent prior to students participating in overnight trips. Trip sponsors must communicate with parents, guardians, and students in advance of the trip to ensure that all stakeholders are aware of the expectations, cost, timelines, and the like.

Supervision Requirements

- All overnight trips must maintain a ratio of one adult to 15 students. Additional guidelines can be found in Board Policy 6270.
- Every sponsor and chaperone must successfully complete a background check prior to supervising any student (other than their own child) on a district-sponsored overnight trip. The Superintendent or the Superintendent's designee shall have the discretion to refuse to allow any person to serve as a sponsor or chaperone on a school-sponsored overnight trip.
- Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:
 - Principal or designee approval; and,
 - Written parent permission for each student who is not represented by the gender of the sponsor.

Implementation:

- The Superintendent or the Superintendent's designee shall have the authority to develop rules and other procedures to implement this policy. The Superintendent shall also have the authority to interpret this policy in a way that furthers the best interests of the District. Under this policy, the Superintendent's or the Superintendent's designee's decision shall be final and there shall not be any appeal rights to the Board of Education.

Date of Adoption: May 13, 2024

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The District, through the Superintendent, shall provide interested persons access to the records of the District as required by law. A Request for Information form will be supplied by the District. Public records requests should be directed to the District Office. Such access shall include the opportunity to examine, make memoranda, and copy district records. The District shall not make records of individual students or personnel available except as allowed by law or compelled by court order.
2. Records may be examined at the District Office during the hours such offices are open for the ordinary transaction of business and when the Superintendent is present.
3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, disc, tapes, and photocopies. The District will not be required to produce or generate any record in a new or different form or format modified from that of the original district record. Copies of records may be made as follows:
 - a. Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the District offices or at a location mutually agreed to by the requester and the District.
 - b. Copies may be obtained from the District if the District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent or designee shall establish a fee schedule for the copying of district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, discs, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity, and the cost of personnel. If the copies requested are estimated by the District to be more than fifty dollars (\$50.00), the District may require the requester to furnish a deposit prior to fulfilling such request.
4. **For residents of Nebraska and news media desiring to submit a public records request to the District, a requester must submit a written request to the District.** Upon written request for access to records, the District will provide to the requester the record or a written response as soon as is practicable and without delay, but not more than four business days after actual receipt of the request:
 - a. Access to or, if copying equipment is reasonably available, copies of the District records requested;
 - b. A denial of the request, or portion thereof, if there is a legal basis for such denial of access to district records will be in written form from the District; or,
 - c. If the entire request cannot, with reasonable good faith efforts, be fulfilled within four business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the District shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items

within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the District. The District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: [Neb. Rev. Stat. §§ 84-712 et seq.](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~December 11, 2023~~

Business OperationsPurchasing Policies

1. The Executive Director of Finance shall periodically estimate the requirements of standard items or classes of items and make bulk purchases. The Board may enter into multi-year contracts for periods not to exceed seven years, for the provision of utility services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment. The District will follow NDE guidelines and applicable state statutes for any purchases made through the Nebraska Department of Administrative Services. All purchases for supplies, materials, equipment, and contractual services involving more than \$10,000 shall be based on formal bids.
2. Competitive pricing may include written or oral price quotes.
3. Formal bid requests are distributed based on written specifications with written bid responses which shall be opened in public at the prescribed time and place as indicated and tabulated for study. Formal bids while opened publicly are not required to be publicly advertised.
4. Bid instructions shall be clear, complete, and conducive to formal bidding.
5. The Executive Director of Finance shall seek bids from those sources who are able to offer the best prices, consistent with quality, delivery, and service. Consideration must be given to local vendors whenever the following factors are equal: quality of product, suitability of product, price, conformance with the specifications, convenience of delivery, and past services to the District.
6. After formal bids have been opened and tabulated, they will be available for those interested in copy or study. They shall not, however, be removed from the Purchasing Office.
7. The right is reserved to reject any bid as submitted and to make selection of materials or equipment as is, in the best judgment of the Board of Education or its purchasing agent, best suited for the purposes indicated. In the event of a tie bid, the following procedure shall be followed:
 - a. In the case of single items, the award will be made to a local vendor, if any, or if not, shall be made to the vendors who have offered the most consistent service and reliability in the past.
 - b. In the case of multiple items where all items are tie bids, the procedure shall be the same as in Item a. above.
 - c. In the case of multiple items where only a part of the items are tie bids, the award of all tie bids shall be made to a local vendor, if any, or if not, to the vendor who has done the best on the whole.

8. The Superintendent will have authority to authorize purchases with formal bids for goods and services costing \$10,000 - \$40,000, with Board approval for purchases of \$40,000 or above.

It shall be the responsibility of the Executive Director of Finance to develop internal procedures for purchases less than \$10,000. (see grid below)

PROCEDURE FOR PURCHASES:

Dollar Amount	Approval Levels	Purchase Process
1- 499	Principal/Supervisor	Competitive Price
500 - 9,999	Principal/Supervisor, EDF	Competitive Price
10,000 – 39,999	Principal/Supervisor, EDF, Superintendent	Formal Bid
40,000+	Principal/Supervisor, EDF, Superintendent Board of Education	Formal Bid
109,000+ (Construction)	Principal/Supervisor, EDF, Superintendent, Board of Education	Formal Bid, Advertised

(Note: Deviations from the above may occur in cases of proprietary equipment or emergency situations.)

9. For purchases of \$40,000 and above, the Executive Director of Finance and Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent or the Superintendent’s designee. The Board retains the right to determine the responsibility of the bidders and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
10. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal, the Superintendent, or the Superintendent’s designee shall be personally liable for payment for the supplies or equipment purchased.
11. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal, or the Superintendent’s designee authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
12. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
13. **Notwithstanding anything to the contrary, no employee may enter into any agreement or**

understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or the Superintendent's designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or the Superintendent's designee:
 - a. The determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and,
 - b. The determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or the Superintendent's designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or the Superintendent's designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: [Neb. Rev. Stat. § 49-1401, et seq](#)
[Neb. Rev. Stat. § 73-106](#)
[Neb. Rev. Stat. § 79-515](#)
[Neb. Rev. Stat. § 79-10,104](#)

Date of Adoption: August 9, 2021
Date of Revision: ~~March 11, 2024~~

Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced-price school meals should submit an application to determine their eligibility. Applications are available through the principal or designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced-price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons and organizations who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced-price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: [42 U.S.C. § 1751](#)
[U.S.D.A. Memorandum SP 23-2017](#)
[LB 1329 \(2024\)](#)

Date of Adoption: August 9, 2021
Date of Revision: ~~May 8, 2023~~

Personnel - Certificated EmployeesTeacher Training

The District shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of Education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Date of Adoption: August 9, 2021

Date of Revision:

StudentsOption EnrollmentProcess and Time Lines to Option In

For a student to attend Scottsbluff Public Schools as an option enrollment student, the student's parent or guardian must submit an application to the Board of Education of the Scottsbluff Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident School District **or, if the student attends a different district as an option student, the option district** with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within 60 days after submission.

During Open Enrollment, the first round of applications received between January 1 and February 15 will be notified March 1. Applications received during the second round, between February 16 and March 31, will be notified no later than April 15. All other applications received prior to the start of school will be notified as space and staffing decisions are made. Applications received during the third round are added to the prioritized list on a first come, first served basis.

1. Provisions for Waiver of Application Deadline. The application deadline will be waived by the District for applications to option into the Scottsbluff Public School District, provided that the application contains a release approval from the resident District **or, if the student is an option student attending a different district, the option district attended by the student** and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level, or school building or in any special education programs operated by this school district which have been determined by the School District to be at capacity or past the appropriate program timeline, and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.
2. Rejection of Applications - Reasons
 - a. Capacity. An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special

education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

- b. Previous Option Enrollment. An option enrollment application shall be rejected in the event the student has ~~exhausted their option enrollments in other school districts, as determined by state law. previously filed an option enrollment application for enrollment in any school district and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.~~
 - c. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the District determines the application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the District within the time lines indicated, or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.
3. Priority of Acceptance
Priority shall be accorded in the following order:
- a. First, to those applications required to be given priority by law;
 - b. Second, to those with a sibling in attendance at Scottsbluff Public Schools, with priority within this group being given to those who had earliest filed applications; and,
 - c. Third, to those without an option student sibling in attendance at Scottsbluff Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

4. Determination of Capacity
The District will determine and set, on an annual basis, the maximum number of option enrollment applications the District will accept in any program, class, grade level, or

school building, operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and and may declare a program, class, or school unavailable to option students due to lack of capacity. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Executive Director of Student Services or designee.

5. Releases for Options Out

A request for release of a resident student **or option student currently attending of the** Scottsbluff Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the District, subject to subsequent ratification by the District.

6. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Scottsbluff Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or guardian of the student and the resident School District, **or if the student is an option student attending a different district, that option district**, whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within 60 days after submission.

If an option enrollment application or a request for release is rejected by the Scottsbluff Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

7. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within 45 days after filing in the following circumstances:

- a. The student relocated to a different resident school district after February 1;
- b. The student's option school district merged with another district effective after February 1; or,
- c. The application is for attendance during the immediately following and subsequent school years.

8. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation, and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

- a. The Scottsbluff Public School District may, upon mutual agreement with the parent or guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The School District may charge the parent or guardian of each option student transported a fee sufficient to recover the additional costs of such transportation.
- b. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option School District. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
- c. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident School District.

9. Information Regarding Schools, Programs, Policies, and Procedures

As part of the option enrollment program, the administration shall make information about the Scottsbluff Public Schools and its school, programs, policies, and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: [Neb. Rev. Stat. §§ 79-232 to 79-246](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~July 10, 2023~~

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The ~~principals and teachers are required to~~ District will maintain an accurate record of student attendance.

1. Attendance and Absences

- a. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as *School Excused* or *Not School Excused*. Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - i. *School Excused*. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 1. Impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to documented illness (**including physical or mental illness**), court, death of a family member, or suspension.
 2. Other absences as determined by the principal or the principal's designee.
 - ii. *Not School Excused*. Absences that are *Not School Excused* may result in a report to the county attorney and may be classified as follows:
 1. Parent or guardian acknowledged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 2. Other absences are those in which the parent or guardian has not communicated a reason for the student's absence.
- b. Absence Procedure. In its student information system, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, with applicable codes identified to the parent or guardian and students as fitting into one of the above defined absence circumstances.
- c. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.
 - i. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current

school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the School District in which the child resides an affidavit stating either:

1. That the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or,
2. That the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section Neb. Rev. Stat. § 79-1601 on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who:

- i. Has obtained a high school diploma by meeting statutory graduation requirements;
- ii. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or,
- iii. Has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or the Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Scottsbluff Public Schools or resides in the Scottsbluff Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- i. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- ii. The person who has legal or actual charge or control of the child who requested the exit interview;
- iii. The Superintendent or the Superintendent's designee;
- iv. The child's principal or designee if the child at the time of the exit interview is enrolled in a school operated by the School District; and,
- v. Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the

child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that the person has legal or actual charge or control of the child and the child would be withdrawing due to either:

- i. Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or,
- ii. An illness of the child making attendance impossible or impracticable.

The Superintendent or the Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the School District and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the School District agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- i. The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; and,
- ii. The Superintendent or the Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or the Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either financial hardship, or an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the appropriate school administrator as the Superintendent's designee to be the attendance officer

(hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the District, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

Excessive Absenteeism. Students who accumulate five unexcused absences in a quarter which are *Not School Excused* shall be deemed to have “excessive absences.” Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students.

When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences **of at least twenty days** which are *Not School Excused* and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall **include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance.** The plan shall also consider, but not be limited to:

- i. The physical, mental, or behavioral health of the child;
- ii. Educational counseling;
- ~~iii. Educational evaluation;~~
- iv. Referral to community agencies for economic services;
- v. Family or individual counseling;
- vi. Assisting the family in working with other community services; and/or,
- vii. Referral to restorative justice practices or services.

If the parent or guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance records.

Reporting Excessive Absenteeism to the County Attorney. The school shall report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than 20 absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness, including physical or mental illness, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: [Neb. Rev. Stat. § 79-201](#)
[Neb. Rev. Stat. § 79-209](#)
[Neb. Rev. Stat. § 79-1601](#)

Date of Adoption: August 9, 2021
Date of Revision: ~~March 13, 2023~~

StudentsStudent DisciplineDevelopment of Uniform Discipline System

It shall be the responsibility of the administration to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent or guardian contacts and conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation, upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Short-Term Suspension

Students may be excluded by the principal or assistant principal from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds.
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or assistant principal will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the principal or assistant principal will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal or assistant principal ordering the short-term suspension before or at the time the student returns to school. The principal or assistant principal

shall determine who in addition to the parent or guardian is to attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal.

Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than 20 school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent or guardian when the principal or assistant principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion

Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:

- a. Within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester;
 - b. Within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year; or,
 - c. Unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the School District at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent or guardian when the principal or assistant principal recommends an expulsion. The notice will include a description of the procedures for expulsion. The procedures will be those set forth in the Student Discipline Act.
1. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal or assistant principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal or assistant principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the

student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
3. Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent or guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or guardian. The plan shall:
 - a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
 - b. Identify educational objectives that must be achieved in order to receive credits toward graduation;
 - c. Specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and,
 - d. Require the student to attend monthly reviews in order to assess the student's progress toward the specified goals and objectives.
4. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parent or guardian will be required to sign a discipline agreement.
5. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the principal or assistant principal shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the principal or assistant principal are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program.

The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

6. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution accredited by one of the six regional accrediting bodies in the United States.
7. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the principal or principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this policy's disciplinary measures.
8. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

Emergency Exclusion

A student may be excluded from school, with authorization from the Superintendent, in the following circumstances:

1. 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;
2. 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;
3. 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 described above; and/or,
4. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or the Superintendent's designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within 10 school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is

responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or interfere with the health, safety, wellbeing, or rights of other students, staff, or visitors.

Grounds for Short-Term Suspension

1. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes, or assigned activities;
2. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
3. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others, or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use;
4. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority; or,
5. Willfully violating the behavioral expectations for riding school buses or vehicles.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee, or by his/her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Neb. Rev. Stat. § 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in Neb. Rev. Stat. § 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in Neb. Rev. Stat. § 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in Neb. Rev. Stat. § 79-2,137;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in Neb. Rev. Stat. § 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. § 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. § 28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. § 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or,
11. A repeated violation of any rules and standards validly established pursuant to Neb. Rev. Stat. § 79-262, if such violations constitute a substantial interference with school purposes.

Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion, or mandatory reassignment.

1. Student Appearance. Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year and be consistent with Parent-Student Handbooks.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. **A student who is a member of an indigenous tribe of the United States or another country**

may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

2. Academic Integrity

- a. Policy Statement. Students are expected to abide by the standards of academic integrity. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions. The following definitions provide a guide to the standards of academic integrity:
 - i. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 1. Tests - Includes tests, quizzes, and other examinations or academic performances.
 - a. Advance Information. Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - b. Use of Unauthorized Materials. Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices, or

information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- c. Use of Other Student Answers. Copying or looking at another student’s answers or work, or sharing answers or work with another student when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - d. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - e. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
2. Papers - Includes papers, essays, lab projects, and other similar academic work.
- a. Use of Another’s Paper. Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - b. Re-use of One’s Own Papers. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - c. Assistance from Others. Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially rewritten by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

- d. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - e. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - f. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
3. "Plagiarism" means to take and present as one's own material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- a. Failure to Credit Sources. Copying work (words, sentences, paragraphs, illustrations, or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - b. Falsely Presenting Work as One's Own. Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - c. "Contributing to academic integrity violations" means to participate in or assist another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions. The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- i. Academic integrity offenses are a violation of school rules. The principal or assistant principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing personal electronic devices to school. Personal electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of personal electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - i. “Electronic devices” include, but are not limited to, cell phones, iPods, tablets, Chromebooks, portable game consoles, cameras, digital scanners, laptop computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - ii. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that:
 1. Displays any sexually explicit conduct as defined by the Neb. Rev. Stat. § 28-1463.02;
 2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph, or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene, or pornographic photography, films, or depictions; and/or,
 3. Displays a sexually explicit message for sexual gratification, flirtation, or provocation, or to request or arrange a sexual encounter.
- c. Violations.
 - i. Prohibited Use of Electronic Devices. Students shall not use electronic devices for:
 1. Activities which disrupt the educational environment;
 2. Illegal activities in violation of state or federal laws or regulations;
 3. Unethical activities, such as cheating on assignments or tests;
 4. Immoral or pornographic activities;
 5. Activities in violation of Board or school policies and procedures relating to student conduct and harassment;
 6. Recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
 7. “Sexting;” or,

8. Activities which invade the privacy of others.

Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

- ii. Disposition of Confiscated Electronic Devices. Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent or guardian at an appropriate time.
- iii. Penalties for Prohibited Use of Electronic Devices. Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in “sexting” or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.
- iv. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- v. Responsibility for Electronic Devices. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, student and parent or guardian authorizes the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA: Consequences consistent with each school’s Parent-Student Handbook.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

5. Specific Rule Items

Specific rules will be developed at the school and the District level and reviewed each year. These expectations will be included in each school’s Parent-Student Handbook.

6. Law Violations

Any act of a student which is a basis for expulsion and which the principal or assistant principal knows or suspects is a violation of the Nebraska Criminal Code shall be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the School Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his/her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Legal Reference: [Neb. Rev. Stat. §§ 28-319 to 28-320](#)
 [Neb. Rev. Stat. § 28-401](#)
 [Neb. Rev. Stat. § 28-806](#)
 [Neb. Rev. Stat. § 28-1463.02](#)
 [Neb. Rev. Stat. § 53,103.23](#)
 [Neb. Rev. Stat. §§ 79-254 to 79-296](#)

[Neb. Rev. Stat. § 79-262](#)

[Neb. Rev. Stat. § 79-2,137](#)

[18 U.S.C. 921](#)

LB 43 (2024)

Date of Adoption: August 9, 2021

Date of Review: ~~July 10, 2023~~

StudentsPromotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal, in consultation with the student's teacher and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or the Superintendent's designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. At such meeting, the Superintendent or the Superintendent's designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form, and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: [Neb. Rev. Stat. § 79-526](#)

Date of Adoption: August 9, 2021

Date of Review: ~~March 13, 2023~~

Students

Graduation

To participate in commencement exercises or receive a Scottsbluff Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Scottsbluff High School must accumulate 270 credit hours.

Graduation requirements may be modified for students graduating from alternative programs. Such changes will be detailed in the appropriate handbook as approved by the Board of Education each year.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met. With the approval of the IEP team, any student on an IEP may substitute a comparable course for an identified course that is specifically required for graduation.

The total graduation requirements must include:

SCOTTSBLUFF PUBLIC SCHOOLS GRADUATION REQUIREMENTS (270 Total)	
CAREER ACADEMY	70
Pre-Academy Course(s)	10
Foundational Academy or Pathway Courses	60
<ul style="list-style-type: none"> ● Successful completion of two Foundational Career Academies OR one Foundational Career Academy AND one Specialized Academy Pathway is required for graduation. ● Courses may count toward completion of both a Foundational Career Academy and core content requirements. However, they may only be counted once toward total hours needed for graduation (270). 	
ENGLISH	40
English 9 or Honors English 9	10
English 10 or Honors English 10	10
English Electives	20
MATH	30
Algebra I	10
Geometry or Advanced Geometry or Accelerated Geometry/Algebra 2	10
Math Elective	10
SCIENCE	30
Physical Science	10
Biology	10
Science Elective	10

SOCIAL STUDIES	30
Geography/World History	10
American History Electives	10
American Government	5
Social Sciences Elective	5
PHYSICAL EDUCATION	10
PERSONAL FINANCE	5
COMPUTER SCIENCE AND TECHNOLOGY*	5

*This requirement is for the Class of 2028 and beyond.

Each student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the principal, if the principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Legal Reference: [Neb. Rev. Stat. § 79-729](#)
[Neb. Rev. Stat. §§ 79-3301 to 79-3305](#)
[NDE Rule 10](#)

Date of Adoption: August 9, 2021
Date of Review: January 5, 2022
Date of Revision: ~~March 11, 2024~~

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions, such as inappropriate or unprofessional posters or other displays. The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom. Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Legal Reference: LB 1329 (2024)

Date of Adoption:

InstructionTextbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this district are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Legal Reference: Neb. Rev. Stat. § 79-734
NDE Rule 4

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school district's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. § 79-512
LB 304 (2024)

Date of Adoption: August 9, 2021
Date of Revision:

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsAttend

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

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

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

The Board of Education reserves the right to make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak.

Hear

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

Record

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

Access to Written Materials

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

Speak

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

For all meetings of the Board, individual speakers shall have up to four minutes to address the Board, and the Board shall hear up to 120 cumulative minutes of public comment. The Board

may vote to modify these time limits when the Board deems appropriate. The President or chair for the meeting shall, in their sole discretion, have the authority to extend the ~~one hour~~ two hour total limit on public comment. Each speaker's time shall be exclusive to the speaker and no person may transfer or yield their time to any other person. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

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

Any member of the public desiring to address the body shall be required to identify himself or herself in writing, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. A sign-in sheet will be with the Board Secretary and individuals must sign in to speak ~~must be in writing and occur~~ before the "Public Comment" agenda item begins. The President or chair for the meeting will announce prior to the "Public Comment" agenda item that anyone who would like to speak must sign in. Current students of Scottsbluff Public Schools need not provide their address.

~~The time limit per speaker is four minutes, but the time for total public comment shall not exceed one hour.~~

~~Members of the public who have documents or written testimony that they wish to submit/distribute at the meeting (paper no larger than 8.5 x 11 inches) to the Board should state that from the podium and a member of the District staff will take such items for distribution to the Board members. Public speakers are asked to provide seven copies of any materials presented to the Board. Persons speaking may not use any other form of media, including video recordings, audio recordings, or digital still images. Speakers must also refrain from the use of posters, signs, costumes, and other props and/or photographs.~~

~~If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration prior to being presented at the Board Meeting. Board Members will generally not respond to any questions you make about individual staff members or student. You are cautioned that slanderous comments are not protected just because they are made at Board Meetings.~~

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory or slanderous remarks, and hostile or disruptive conduct will not be tolerated. Charges or complaints against a school employee should not be made for the first time at a public Board meeting without having followed the school's complaint procedure as described in Board Policy 1020. Further, if the subject of public comment is related to a particular student or staff member, members of the public are generally not permitted to identify the student or staff member and instead provide that information to the Board Secretary who will assist the Board in looking into the matter.

Those who do not abide by these regulations may, in the President’s discretion, immediately forfeit the remainder of their time during the Public Comment agenda item.

~~The Board shall not, as a general rule, interact with or address a speaker during the “Public Comment” portion of a meeting.~~

Legal References: NE Rev. Statute 79-570; 79-571
NE Rev. Statute 84-1411 (3) and (6); 84-1412 (1), (3), and (7)
NE Rev. Statute 84-1412 (1), (2), (3), and (8)

Date of Adoption: August 9, 2021
Date of Revision: ~~August 8, 2022~~

August

- 2-7: New Teacher Orientation
- 8-14: Staff Development
- 15: First day for Students
- 30: ½ PD/Workday-No School for Students

September

- 2: Labor Day-No School for Students and Staff
- 27: PD Day-No School for Students
- 30: No School for K-5 & 6-8 Students

October

- 9: No School for PAWS Students
- 17: End of 1st Quarter
- 18: ½ PD/Workday-No School for Students
- 23: P/T Conferences (4:00-8:00 pm)
- 24: P/T Conferences (8:00 am-8:00 pm) No School
- 25: No School for Students and Staff

November

- 15: No School for K-5 Students
- 27-29: Thanksgiving Break-No School

December

- 2: ½ PD/Workday-No School for Students
- 11: No School for PAWS Students
- 20: End of Semester/11:30 am Dismissal for Students
- 23-31: No School for Students and Staff

January

- 1-3: No School for Students and Staff
- 6: ½ PD/Workday-No School for Students
- 7: First Day of Second Semester for Students
- 22: No School for PAWS Students
- 31: PD Day-No School for Students

February

- 14: No School for Students and Staff
- 17: ESU PD Day-No School for Students
- 18: No School for K-5 & 6-8 Students

March

- 7: No School for K-5 Students
- 13: End of 3rd Quarter - No School for PAWS Students
- 14: ½ PD/Workday-No School for Students
- 19: P/T Conferences (4:00 pm-8:00 pm)
- 20: P/T Conferences (8:00 am-8:00 pm) No School
- 21: No School for Students and Staff

April

- 17-21: No School for Students and Staff
- 30: No School for PAWS Students

May

- 5: PD Day-No School for Students
- 18: Graduation
- 22: Last Day for Students/11:30 am Dismissal
- 23: Last Day for Staff
- 27: First Day of Summer School

PAWS Calendar 2024-2025

August 2024						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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April 2025						
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May 2025						
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T=17 S= 14.5

Quarter 1 = 42 Days
 Quarter 2 = 38.5 Days
 Quarter 3 = 42 Days
 Quarter 4 = 41.5 Days
 1st Semester = 82.5 Days
 2nd Semester = 86.5 Days

Student = 164 Days Staff = 189 Days

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

PTP Calendar 2024-2025

August

2-7: New Teacher Orientation
 8-14: Staff Development
 15: First day for Students
 30: ½ PD/Workday-No School for Students

September

2: Labor Day-No School for Students and Staff
 27: PD Day-No School for Students
 30: No School for K-5 & 6-8 Students

October

9: No School for PTP Students
 17: End of 1st Quarter
 18: ½ PD/Workday-No School for Students
 23: P/T Conferences (4:00-8:00 pm)
 24: P/T Conferences (8:00 am-8:00 pm) No School
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T=17 S=11

September 2024						
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October 2024						
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November 2024						
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December 2024						
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T= 15 S= 13.5

January 2025						
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February 2025						
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T=19 S=18

March 2025						
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T=21 S=18

April 2025						
S	M	T	W	T	F	S
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T=19 S=18

May 2025						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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 Quarter 2 = 39.5 Days
 Quarter 3 = 44 Days
 Quarter 4 = 42.5 Days
 1st Semester = 82.5 Days
 2nd Semester = 86.5 Days

Student = 166 Days Staff = 189 Days

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

MEMO



TO: Dr. Andrew Dick, Scottsbluff Board of Education
FROM: Mike Mason, Executive Director of Curriculum and Instruction
DATE: May 13, 2024
SUBJECT: Grades 3-5 Magnetic Reading Textbook Adoption

Rationale:

During the 2023-2024 school year, various teachers across the district piloted the Magnetic Reading program in Grades 3-5. The pilot aimed to explore the program's effectiveness, adaptability, and engagement levels.

The Magnetic Reading program aligns with our educational standards and provides a range of materials and activities that will significantly improve students' reading and writing skills. Overall, the teachers participating in the pilot reported increased student engagement in reading and felt the program fit our district's needs.

Recommendation:

We recommend adopting the Magnetic Reading program as our core ELA program for Grades 3-5 beginning in the 2024-2025 school year. The Magnetic Reading materials will replace what is currently being purchased for the Wit and Wisdom Program. The cost of Magnetic Reading consumables is slightly lower than what is being spent for Wit and Wisdom.

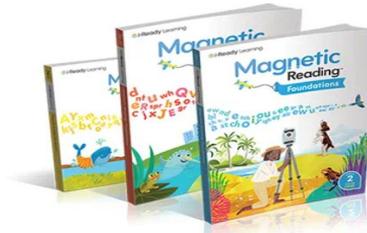
- Three Years of Consumable Student Editions
- Teacher Editions
- Professional Development for Implementation

Total \$102,612.70

The textbooks and other resources will be purchased with ESSER Funds.

Magnetic Reading Foundations (K-2)

Adopted Last May



- Magnetic Reading Foundations is a Grades K–2 foundational skills reading program providing explicit, systematic instruction that moves students from foundational skills to reading fluency.
- High-interest fiction and nonfiction texts draw young readers to grade-level learning, helping to solidify crucial foundational skills.
- Age-appropriate learning opportunities ensure all students are engaged and have access to the right content at the right time.

Magnetic Reading (3-5)



Magnetic Reading 3-5 includes the following:

- Rich and engaging texts to support grade-level reading and build content knowledge.
- Research-based routines to support standards instruction, vocabulary acquisition, and good habits of reading, writing, and discussion.
- Numerous scaffolding strategies included in each lesson address diverse learning needs and provide growth opportunities for every student.

Magnetic Reading 3-5 Pilot

- **3rd Grade:**
 - Longfellow (3 teachers)
 - Westmoor (1 teacher)
 - SPED/EL (3 teachers)
- **4th Grade:**
 - Longfellow (3 teachers)
 - Roosevelt (2 teachers)
 - Westmoor (3 teachers last quarter)
 - Lincoln Heights (1 teacher reviewed)
- **5th Grade:**
 - Longfellow (3 teachers)
 - Roosevelt (2 teachers)
 - Lake Minatare (1 teacher)
 - Lincoln Heights (2 teachers last quarter)
 - Westmoor (3 teachers reviewed)

Magnetic Reading Recommendation

- We recommend the adoption of the Magnetic Reading program as our core ELA program for Grades 3-5 beginning in the 2024-2025 school year.
- During the 2024-2025 school year, we will explore using the Wit and Wisdom ELA program as a supplementary program.
- The Magnetic Reading materials will replace what is currently being purchased for the Wit and Wisdom Program. The cost of Magnetic Reading consumables is slightly lower than what is being spent for Wit and Wisdom.
- The 3-5 Magnetic Reading program will be purchased with ESSER funds.
 - Three Years of Consumable Student Editions
 - Teacher Editions
 - Professional Development for Implementation

Total \$102,612.70

MEMO



TO: Dr. Andrew Dick, Scottsbluff Board of Education
FROM: Mike Mason, Executive Director of Curriculum and Instruction
DATE: May 13, 2024
SUBJECT: Technical Math Textbook Adoption

Rationale:

Technical Mathematics is a full-year course that studies mathematics for STEM (Science, Technology, Engineering, and Mathematics) careers. The following topics are covered: algebraic operations, exponents, probability, basic statistics, right triangle trigonometry, and geometric figures in two and three dimensions with an emphasis on application.

Recommendation:

We recommend adopting the Mathematics for Machine Technology, 8th Edition (2019) textbook published by Cengage as the text for this course.

- Print Student Editions
- Digital Student Editions
- Digital and Print Teacher Editions

Total \$9,276.90

The textbooks and teacher editions will be purchased with ESSER Funds.

MEMO



TO: Dr. Andrew Dick, Scottsbluff Board of Education
FROM: Mike Mason, Executive Director of Curriculum and Instruction
DATE: May 13, 2024
SUBJECT: Human Growth and Development Textbook Adoption

Rationale:

The Human Growth and Development course is an elective that covers the study of human development (physical, mental, emotional, and social) through the entire lifespan. The current textbook has a 2016 copyright and some outdated material. Several different textbooks were evaluated as possible replacements.

Recommendation:

We recommend adopting the Lifespan Development, 3rd Edition (2024) textbook published by Goodheart-Wilcox as the replacement text for the Human Growth and Development course. This is a newer edition of the text currently being used.

- Print Student Editions
- Digital Teacher Edition

Total \$4,190.00

The textbooks and teacher editions will be purchased with ESSER Funds.

INTERLOCAL AGREEMENT

This Interlocal Agreement called "Agreement" is made pursuant to the Interlocal Cooperation Act between the City of Scottsbluff, a Municipal Corporation, called "CITY" and the Scotts Bluff County School District No. 79-0032, aka Scottsbluff Public Schools, a public corporation, called "School District."

The parties agree as follows:

1. The duration of this Agreement is until June 30, 2025. After June 30, 2025, this Agreement will automatically renew for an additional one year period unless terminated as herein provided.
2. No separate legal or administrative entity is created by this Agreement.
3. This Agreement is made for the purpose of enabling both parties to use their resources more efficiently while at the same time providing appropriate public services, specifically, providing crossing guards at intersections on the CITY streets, which intersections are near the School District's schools.
4. This Agreement will be financed by the parties through their ordinary budget process. Each party will budget sufficient funds to carry out its obligations under this Agreement. The Agreement will be administered by the CITY.
5. CITY shall continue to employ crossing guards as employees of the CITY. Nothing in this Agreement shall be construed as to create a partnership or joint venture concerning the employment of said crossing guards. At all times crossing guards shall be employees of the CITY.
6. For the 2024-2025 school year the CITY shall employ crossing guards to work as designated by the CITY. These crossing guards may be CITY employees or volunteers, at the discretion of the CITY. The CITY and School District shall jointly determine at what locations and at what times crossing guards shall be located, taking into consideration the volume of traffic and number of students that have historically used each crossing site.
7. It is agreed between the parties that the total cost for the employment of the crossing guards shall be computed and School District shall reimburse the CITY for one-half of said cost, not to exceed \$20,000.00 per school year, with the CITY assuming and paying the other one-half of the cost, not to exceed \$20,000.00 per school year.

8. On or before January 31 of each year during this Agreement, CITY shall invoice the School District for one-half of the School District's share of the cost of this Agreement. The balance of the School District's share of the cost of this Agreement shall be billed on or before June 30 of each year during the term of this Agreement. The School District shall pay the CITY's invoices in accordance with the School District's ordinary claim procedures.
9. After June 30, 2025, this Agreement shall renew automatically for additional periods of one year unless terminated as herein provided. This Agreement may be terminated by either party by giving written notice of termination to the other at least three months prior to June 30, 2025 or three months prior to the ending date of any extension of this Agreement.
10. This Agreement shall be binding upon inure to the benefit of the parties and their successors.
11. WHEREAS, the parties have affixed their hands on the day and year set forth by their respective names.

SCOTTS BLUFF COUNTY SCHOOL
 DISTRICT NO. 79-0032, a/k/a
 SCOTTSBLUFF PUBLIC SCHOOLS

Dated: _____

By: _____
 President of the Board of Education

CITY OF SCOTTSBLUFF,
 A Municipal Corporation

Dated: _____

By: _____

 City Mayor

ATTEST:

 City Clerk

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
Travis Rickey, Director of Facilities
Date: May 13, 2024
Re: Longfellow Elementary Repointing of the Exterior

As part of the District Facility Plan for 2023-2024, Longfellow Elementary was scheduled for maintenance to repoint the exterior of the building. Repointing is the process of removing a portion of the deteriorated mortar and redoing the joints with new mortar. Within the RFP was measurements on the anticipated number of square feet that would be required for Longfellow Elementary.

The work is to be completed between May 28th to August 2nd. Two responses were received.

Vendor	Total
Midland Restoration Company, Inc.	\$75,845.00
Robert Nation	\$83,467.00

Motion: Approve awarding bid to Midland Restoration Company, Inc. for \$75,845.

BOARD CURRICULUM AND AMERICANISM COMMITTEE

MEETING AGENDA

MEETING INFORMATION

Date:	04/19/24	Location:	23 Building Cafeteria
Time:	11:30-12:30	Facilitator:	Mike Mason
Attendees: Scott Reisig, Beth Merrigan, Paul Snyder, Andrew Dick, Jadie Beam, Amanda Hadenfeldt, Jana Mason, Mike Mason, Bree Rock, Justin Shaddick, and Bert Wright			

<i>Agenda Items</i>	<i>Additional Information</i>
1. Magnetic Reading	<ul style="list-style-type: none">• An overview of the Magnetic Reading Program and the pilot was presented.
2. SHS Textbook Adoptions	Information on the recommended adoptions of the following textbooks was provided: <ul style="list-style-type: none">• Mathematics for Machine Technology \$9,276.90• Human Growth and Development \$4,190.00

Scottsbluff Public Schools Facility Committee Meeting

April 2, 2024	
Attendance:	Scott Reisig, Rob Polk, Mark Lang, Andrew Dick, Travis Rickey, Jeremy Behnke, David Hoxworth, David Davis, Jeff Schaneman, and Marianne Carlson

23 Building Timeline	<ul style="list-style-type: none"> • Review of timeline of renovating the 23 Building
23 Building Generators	<ul style="list-style-type: none"> • Discussion of the generators at the 23 Building
Westmoor Timeline	<ul style="list-style-type: none"> • Review of timeline of the Westmoor Elementary Modernization
Bonds	<ul style="list-style-type: none"> • Discussion of early payoff of BMS Bonds
Depreciation Transfer	<ul style="list-style-type: none"> • Review of historical transfer to the Depreciation Fund and discussion on the 23-24 transfer
College Credit Program 24-25	<ul style="list-style-type: none"> • Discussion of a potential College Credit Program for 2024-2025
Sparq Negotiations	<ul style="list-style-type: none"> • Discussion of Sparq Negotiations and the benefits it can provide
Misc Projects	<ul style="list-style-type: none"> • Discussion of projects completed throughout the district and upcoming projects for the facility and maintenance team
BOE Updates	<ul style="list-style-type: none"> • Board Policies <ul style="list-style-type: none"> ○ 3560 Records Management and Disposition (2nd Reading) ○ 4170 Leave of Absence (2nd Reading) ○ 6270 Regulations for School Trips (2nd Reading) ○ 6271 Supervision of Students on Overnight Trips (2nd Reading) ○ 8346 Public Participation at Board Meetings (2nd Reading) • Teammates Request • Longfellow Repointing of Exterior • Curriculum • Crossing Guard Contract • 2024-2025 PAWS Calendar • 2024-2025 PTP Calendar • Lake Minatare Elementary
Roundtable	<ul style="list-style-type: none"> • Future Meetings will be on the Tuesday before the board meeting with noted exceptions <ul style="list-style-type: none"> ○ Wednesday, June 5th ○ No meeting in July ○ Tuesday, August 6th ○ Tuesday, September 3rd

Scottsbluff Public Schools Finance Committee Meeting

May 6 2024	
Attendance:	Tory Schwartz, Paul Snyder, Beth Merrigan, Andrew Dick, Frances Burkhalter, Jana Mason, David Davis, Travis Rickey, Jeff Schaneman, and Marianne Carlson

23 Building Timeline	<ul style="list-style-type: none"> • Review of timeline of renovating the 23 Building
23 Building Generators	<ul style="list-style-type: none"> • Discussion of the generators at the 23 Building
Westmoor Timeline	<ul style="list-style-type: none"> • Review of timeline of the Westmoor Elementary Modernization
Bonds	<ul style="list-style-type: none"> • Discussion of early payoff of BMS Bonds
Depreciation Transfer	<ul style="list-style-type: none"> • Review of historical transfer to the Depreciation Fund and discussion on the 23-24 transfer
College Credit Program 24-25	<ul style="list-style-type: none"> • Discussion of a potential College Credit Program for 2024-2025
Sparq Negotiations	<ul style="list-style-type: none"> • Discussion of Sparq Negotiations and the benefits it can provide
BOE Updates	<ul style="list-style-type: none"> • Board Policies <ul style="list-style-type: none"> ○ 3560 Records Management and Disposition (2nd Reading) ○ 4170 Leave of Absence (2nd Reading) ○ 6270 Regulations for School Trips (2nd Reading) ○ 6271 Supervision of Students on Overnight Trips (2nd Reading) ○ 8346 Public Participation at Board Meetings (2nd Reading) • Teammates Request • Longfellow Repointing of Exterior • Curriculum • Crossing Guard Contract • 2024-2025 PAWS Calendar • 2024-2025 PTP Calendar • Lake Minatare Elementary
P-Card Expenditures and Cash Flows	<ul style="list-style-type: none"> • P-Card Expenditures for February were reviewed • P-Card Expenditures for March were reviewed • Reviewed Cash Flows as of April 30, 2024
Roundtable	<ul style="list-style-type: none"> • Future Meetings will be held on the Monday before the board meeting with noted exceptions <ul style="list-style-type: none"> ○ Wednesday, June 5th @ 10:30 am ○ No meeting in July ○ Monday, August 5th ○ Tuesday, September 3rd

Scottsbluff Public Schools Student Services Meeting

April 11, 2024	
Attendance:	Andrew Dick, Rob Polk, Ashlen Schaneman, Lukas Benzel, Paul Snyder, Tory Schwartz, Kenna Urwiller, Kyle King, and Wendy Kemling
ReConnect	<ul style="list-style-type: none"> • Serve students ages 16-21 who have dropped out or are on the verge of dropping out • Approximately 421 students have graduated since inception • Approximately 60% grad rate over the past 2 years • Students conduct a lot of community service • We have added an LMHP, civic engagement, additional staff, and a social worker
NASES	<ul style="list-style-type: none"> • We will be hosting NASES (Nebraska Association of Special Education Supervisors) on April 18th & 19th in Scottsbluff • Betsy is the president of the organization • Betsy has done an excellent job this year in this role
Other	None noted

Next meeting – May 16th, 2024 at 11:30