

## Agenda

1. Opening Procedures
  - 1.a. Call to Order by Dr. Andrew Dick, Superintendent
  - 1.b. Roll Call
  - 1.c. Excuse Absent Member(s)
2. Pledge of Allegiance
3. Open Meetings Law
4. Annual Reorganizational Meeting
  - 4.a. Election of Officers
    - 4.a.1. President
    - 4.a.2. New President Presiding - Elections Continue
    - 4.a.3. Vice President
    - 4.a.4. Treasurer
    - 4.a.5. Secretary
  - 4.b. Approval of Committees, Positions, & Delegations
    - 4.b.1. Consider, discuss, and take action to elect Secretary to the Board of Education
    - 4.b.2. Consider, discuss, and take action to select legal counsel
    - 4.b.3. Consider, discuss, and take action to select architect
    - 4.b.4. Consider, discuss, and take action to elect Committees and Special Appointments as determined by the Board of Education
      - 4.b.4.A. Curriculum and Instruction/Americanism Committee (Facilitator: Mike Mason)  
Current Members: Beth Merrigan, Scott Reisig, Paul Snyder
      - 4.b.4.B. Facility Committee (Facilitator: Marianne Carlson)  
Current Members: Mark Lang, Rob Polk, Scott Reisig
      - 4.b.4.C. Finance Committee (Facilitator: Marianne Carlson)  
Current Members: Beth Merrigan, Tory Schwartz, Paul Snyder
      - 4.b.4.D. Student Services Committee (Facilitator: Dr. Wendy Kemling)  
Current Members: Rob Polk, Tory Schwartz, Paul Snyder
      - 4.b.4.E. Policy Committee (Facilitator: Dr. Andrew Dick)  
Current Members: Rob Polk, Tory Schwartz, Paul Snyder
      - 4.b.4.F. Classified Salaried Representative  
Current Appointee: Mark Lang
      - 4.b.4.G. SBPS Foundation Representative  
Current Appointee: Tory Schwartz
    - 4.b.5. Consider, discuss, and take action on select Depository Bank(s)
      - 4.b.5.A. Platte Valley Bank
      - 4.b.5.B. Riverstone Bank
      - 4.b.5.C. Nebraska Liquid Asset Fund

- 4.b.6. Consider, discuss, and take action to select the District newspaper(s) of record
- 4.c. Consent Appointments and Designations
  - 4.c.1. Auditor: Dana F. Cole & Company
  - 4.c.2. Title IX Coordinator: Dr. Wendy Kemling
  - 4.c.3. School Physician: Regional West Physicians Clinic
  - 4.c.4. Federal Authorized Representative: Dr. Andrew Dick
- 4.d. Approval of Current Board Policies and Regulations
- 4.e. Dissemination to each Board Member of Conflict of Interest Statutes
- 5. Consent Agenda
  - 5.a. Adopt Agenda
  - 5.b. Approval of Certified Staff Hire
    - 5.b.1. Ashley Jackson, Vocal Music Teacher, Bluffs Middle School
  - 5.c. Approval of Certified Staff Resignation
    - 5.c.1. Tracy Henderson, German Teacher, Scottsbluff High School
    - 5.c.2. Taylor Luedke, Special Education, Scottsbluff High School
  - 5.d. Approval of Certified Staff Retirement
    - 5.d.1. Dave Hoxworth, Activities Director/Assistant Principal, Scottsbluff High School
  - 5.e. Approve Minutes as follows:
    - 5.e.1. December 9, 2024
- 6. Expenditures
  - 6.a. Expenditures, without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C., Rob Polk, and Tory Schwartz: \$1,985,737.64
  - 6.b. Expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C.: \$1,236.25.
  - 6.c. Expenditures for Rob Polk: \$32.42
  - 6.d. Expenditure for Tory Schwartz: \$870.00
- 7. Awards and Recognitions
  - 7.a. NMEA All-State Middle Level String Orchestra  
**Speaker(s):** Ashley Hillman
- 8. Student Report  
**Speaker(s):** Ava Reed
- 9. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker).
- 10. Update
  - 10.a. Strategic Priority #1 - Recruit and Retain  
**Speaker(s):** Marianne Carlson
- 11. Unfinished Business
  - 11.a. Board Policy Review & Revision - 7000 Series - "New Construction" - Second Reading
  - 11.b. Board Policy Review, Revision, and Consolidation of the 8000 Series - "Internal Board Policies" and the 9000 Series - "Bylaws of the Board" - Second Reading
- 12. New Business
  - 12.a. Approval of the District's Asbestos Designee  
**Speaker(s):** Travis Rickey

- 12.b. Scottsbluff Public Schools District Boundary Map  
**Speaker(s):** Melissa Price
- 12.c. Teacher Laptop Bid  
**Speaker(s):** David Davis
- 12.d. DALI Chromebooks  
**Speaker(s):** David Davis
- 12.e. Tuition for Non-Resident Students  
**Speaker(s):** Marianne Carlson
- 12.f. Bear Cub Preschool Playground  
**Speaker(s):** Marianne Carlson
- 12.g. Scottsbluff Public Schools Education Center Surplus Disposal  
**Speaker(s):** Marianne Carlson
- 13. Reports and Proposals
  - 13.a. Board Members
  - 13.b. Board Committee Reports
    - 13.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: January 17, 2025 @ 11:30 AM  
**Speaker(s):** Mike Mason
    - 13.b.2. Facility Committee - Next Meeting: February 4, 2025 @ 12:00 PM  
**Speaker(s):** Marianne Carlson
    - 13.b.3. Finance Committee - Next Meeting: February 3, 2025 @ 11:30 AM  
**Speaker(s):** Marianne Carlson
    - 13.b.4. Student Services Committee - Next Meeting: January 16, 2025 @ 11:30 AM  
**Speaker(s):** Dr. Wendy Kemling
  - 13.c. From the Administrative Staff
    - 13.c.1. Executive Director of Finance  
**Speaker(s):** Marianne Carlson
    - 13.c.2. Executive Director of Student Services  
**Speaker(s):** Dr. Wendy Kemling
    - 13.c.3. Executive Director of Curriculum and Instruction  
**Speaker(s):** Mike Mason
    - 13.c.4. Superintendent  
**Speaker(s):** Dr. Andrew Dick
- 14. Future Meetings and Dates to Remember
  - 14.a. January 31, 2025 - PD Day - No School for Students
  - 14.b. February 10, 2025 - Regular Board Meeting
- 15. Adjournment



# Bluffs Middle School

*Teaming for Success*

Jana Mason Principal

James Miller Assistant Principal

Brittini Chancellor Assistant Principal

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**TO:** Dr. Andrew Dick, Superintendent  
Scottsbluff Public Schools Board of Education  
**DATE:** January 7, 2025  
**RE:** Letter of Recommendation for Hire

Dear Dr. Andrew Dick and the Board of Education

I am pleased to recommend Miss Ashley Jackson as our Vocal Music teacher at Bluffs Middle School for the 2025-26 school year. Miss Jackson obtained a Bachelor of Arts in K-12 Music Education from Chadron State College in December 2022 and holds a Nebraska teaching certificate. Miss Jackson previously taught English Language Arts at the middle school during the 2023-24 school year. We are excited to welcome Miss Jackson back to Bluffs Middle School.

Respectfully submitted,

  
Jana Mason  
Principal  
Bluffs Middle School

**Scottsbluff Board of Education Regular Meeting**  
Monday, December 9, 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: Present  
Tory Schwartz: Present  
Paul Snyder: Present

1. Opening Procedures

The Board of Education Regular Meeting was called to order at 6:01 PM by Board President Scott Reisig.

1.a. Call to Order

1.b. Roll Call

1.c. Excuse Absent Member(s)

2. Pledge of Allegiance

3. Open Meetings Law

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 Mark Lang and a second by Beth Merrigan.

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

4.a. Adopt Agenda

4.b. Approval of Certified Staff Retirement

4.b.1. Bert Wright, Principal, Westmoor Elementary

4.b.2. Carolyn Escamilla, Science, Bluffs Middle School

4.b.3. Matt Parsley, Social Studies, Scottsbluff High School

4.c. Approve Minutes as follows:

4.c.1. November 11, 2024

5. Expenditures

5.a. Expenditures, without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C.:  
\$3,629,221.10

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$3,629,221.10. Passed with a motion by Robert Polk and a second by Mark Lang.

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

5.b. Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C.: \$946.00

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$946.00 Passed with a motion by Mark Lang and a second by Tory Schwartz. Paul Snyder: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea

## 6. Awards and Recognitions

### 6.a. Football

Scottsbluff High School Football Coach Jud Hall spoke.

### 6.b. Cross Country

Scottsbluff High School Cross Country Coach Aaron Carrizales spoke.

### 6.c. 8th Grade All-State Band

Bluffs Middle School Band Teacher Mike Koch spoke.

### 6.d. SHS All-State Band

Scottsbluff High School Band Teacher Frank Ibero spoke.

### 6.e. SHS All-State Orchestra

Scottsbluff High School Band Teacher Frank Ibero spoke.

### 6.f. SHS All-State Chorus

Scottsbluff High School Vocal Teacher Brad Ronne spoke.

### 6.g. Nebraska Music Education Association Hall of Fame Induction - Mike Koch

Bluffs Middle School Principal Jana Mason spoke.

### 6.h. Chinese Language Teachers Association Teacher of the Year - YiJu Ting

Scottsbluff High School Principal Justin Shaddick spoke.

## 7. Student Report

Scottsbluff High School senior Ava Reed gave an update to the Board of Education. Ava stated the Unified Bowling team placed 3rd at the district competition, the Play Production team placed 6th at their district competition, and winter sports have officially started their respective seasons. Ava noted Scottsbluff High School was recognized as a Unified Banner Champion School for the second time, becoming one of just 208 schools receiving the honor nationwide. A ceremony took place to celebrate that accomplishment, along with the students and sponsors who made the honor possible. Ava stated that SHS students are proud of their school and their commitment to inclusion and recognition of all students.

Ava stated students are excited about upcoming holiday concerts and celebrations, as well as

numerous tournaments and athletic events taking place before Winter Break. She noted SHS finals would take place the following week, with many WNCC and dual credit finals occurring this week. She noted there is much to accomplish to ensure a great finish to the semester. On behalf of the SHS student body, Ava thanked local law enforcement agencies and the community for their quick response to ensure student safety during the recent safety and security incident. Ava commented that while students were happy to find the threat was invalid, it was reassuring to know that local law enforcement takes these situations seriously and are there to protect the school. She thanked the Board for the continued support and wished them happy holidays.

8. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker). There were no members of the public present who wished to address the Board of Education.

## 9. Update

### 9.a. Committee on American Civics Review

Executive Director of Curriculum and Instruction Mike Mason provided an update on the Committee on American Civics Review. There were no members of the public who wished to address the Board of Education during the Public Comment portion of the Committee on American Civics Review agenda item.

## 10. Unfinished Business

### 10.a. Board Policy Adoptions - Policy 5009 - "Preschool Enrollment" and Policy 5015 - "Attendance Areas and Student Transfers" - Second Reading

Motion to adopt Board Policy 5009 - "Preschool Enrollment" and Policy 5015 - "Attendance Areas and Student Transfers" as presented. Passed with a motion by Robert Polk and a second by Tory Schwartz.

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

### 10.b. Board Policy Revisions - Policy 5430 - "Student Memorials," Policy 6290 - "Commencement," and Policy 9370 - "Open Sessions" - Second Reading

Motion to approve the revisions to Board Policy 5430 - "Student Memorials," Policy 6290 - "Commencement," and Policy 9370 - "Open Sessions" as presented. Passed with a motion by Paul Snyder and a second by Beth Merrigan.

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

## 11. New Business

### 11.a. Board Policy Review & Revision - 7000 Series - "New Construction" - First Reading

### 11.b. Board Policy Review, Revision, and Consolidation of the 8000 Series - "Internal Board Policies" and the 9000 Series - "Bylaws of the Board" - First Reading

### 11.c. Request for Approval to Participate in the Jobs for America's Graduates (JAG) Nebraska Program

Motion to approve the proposal to join the JAG Nebraska program and the request for two full-time positions (one at BMS and one at SHS) for the 2025-2026 school year. Passed with a motion by Paul Snyder and a second by Mark Lang.

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

#### 11.d. Westmoor Elementary School Addition and Renovation Bid

Motion to approve awarding the Base Bid and Alternate #1 for the Westmoor Elementary School Addition and Renovation to Anderson-Shaw Construction for \$3,887,459.18. Passed with a motion by Beth Merrigan and a second by Robert Polk.

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

#### 11.e. Preschool Playground Bid

Motion to approve awarding the Base Bid and Alternate #1 for the Preschool Playground to Anderson-Shaw Construction for \$293,799.92. Passed with a motion by Robert Polk and a second by Tory Schwartz.

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

#### 11.f. Superintendent Contract Addendum

Motion to approve the Addendum to the Contract of Employment with the Superintendent as presented. Passed with a motion by Paul Snyder and a second by Robert Polk.

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

### 12. Reports and Proposals

#### 12.a. Board Members

Board Vice President Beth Merrigan stated the annual State Education Conference continues to yield results and increase her knowledge. She stated she is grateful for the opportunity for continuing education in order to increase her knowledge and understanding of how the decisions made in the Board Room affect classrooms and the District.

#### 12.b. Board Committee Reports

12.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: December 18, 2024 @ 11:30 AM

No report.

12.b.2. Facility Committee - Next Meeting: January 7, 2025 @ 12:00 PM

No report.

12.b.3. Finance Committee - Next Meeting: January 6, 2025 @ 11:30 AM

No report.

12.b.4. Student Services Committee - Next Meeting: December 19, 2024 @ 11:30 AM

No report.

#### 12.c. From the Administrative Staff:

##### 12.c.1. Executive Director of Finance

Executive Director of Finance updated the Board of Education on an approved change order for the Early Childhood project as per Board Policy 3133. In addition, each Board member was

given a copy of the 23-24 audit report with a review of some of the information within the report.

#### 12.c.2. Executive Director of Student Services

No report.

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

No report.

#### 12.c.4. Superintendent

Dr. Andrew Dick stated last Wednesday, he had the opportunity to attend the second recognition of Scottsbluff High School as a Unified Champion Banner School by the Special Olympics. Scottsbluff High School was one of 208 schools across the nation to receive this prestigious recognition, which demonstrates a commitment to inclusion by our student body and staff members. Dr. Dick recognized Scottsbluff High School Principal Mr. Justin Shaddick and his administrative team, Executive Director of Student Services Dr. Wendy Kemling, and Assistant Director of Student Services Betsy Skelcher for their leadership. He stated it is a very special recognition and something we should be incredibly proud of. Scottsbluff High School was one of four schools in the country this year to have won the award twice, and Dr. Dick commented that SHS is in rare company and we should be very proud.

Dr. Dick extended special thanks to the retirees on the Board agenda, particularly Westmoor Principal Bert Wright, who has dedicated 31 years to SBPS. He notes Mr. Wright has impacted the lives of students at all three levels, including as an elementary teacher, a middle school teacher and administrator, a Boys Golf and Basketball coach, and finally, as the principal of Westmoor Elementary. He stated he had the privilege of working alongside Mr. Wright at Bluffs Middle School for a number of years, and extended his congratulations to Mr. Wright on his retirement and thanked him for his dedication to our students, their families, and the District. Dr. Dick noted that Scottsbluff High School teacher Matt Parsley has dedicated 36 years to teaching at SBPS, noting he is an outstanding educator who has not only dedicated time to SBPS, but is also a member of the armed forces. Dr. Dick thanked Mr. Parsley for his tremendous service to SBPS, as well as his military service. Lastly, Dr. Dick recognized Bluffs Middle School teacher Carolyn Escamilla's retirement, noting she had returned to teaching recently, and stating he hopes to see her back in the SBPS halls as a substitute teacher.

Dr. Dick commented on the recent safety and security incident, stating the District is very thankful the incident was just a hoax swatting call, but the experience was a great reminder of the tremendous partnership SBPS enjoys with local law enforcement. He noted that the Scottsbluff Police Department, Nebraska State Patrol, and the Sheriff's Office responded with a heavy presence at Bluffs Middle School and Scottsbluff High School in a very short amount of time. He stated law enforcement were able to canvas the nearby neighborhoods before the District lifted the Secure status. He extended a heartfelt thank you to those responding entities.

### 13. Future Meetings and Dates to Remember

13.a. December 18, 2024 - ReConnect Graduation - 5:30 PM

13.b. December 20, 2024 - End of 1st Semester/11:30 AM Early Release

13.c. December 23, 2024 - January 6, 2025 - Winter Break

13.d. January 6, 2025 - ½ PD Day & ½ Work Day - No Students

13.e. January 7, 2025 - 2nd Semester Begins

13.f. January 13, 2025 - Board of Education Meeting

14. Adjournment

The Board of Education Regular Meeting adjourned at 7:10 PM.

Motion to adjourn Passed with a motion by Beth Merrigan and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea,

Paul Snyder: Yea

FOR BOARD REPORT : December 2024

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FUND	PAYROLL	AP DISBURSEMENTS	OTHER EXPENSES*	TOTAL
General	\$ 3,392,737.84	\$ 614,589.02	\$ (8,817.52)	\$ 3,998,509.34
Special Building		\$ 217,904.72	\$ 1,798.37	\$ 219,703.09
Cafeteria		\$ 221,996.59	\$ 253.62	\$ 222,250.21
Qualified Capital Purpose Undertaking		\$ -	\$ -	\$ -
Activities		\$ 97,426.78	\$ 17,572.10	\$ 114,998.88
Depreciation		\$ 159,534.22	\$ -	\$ 159,534.22
Student Fee Fund		\$ 3,841.90	\$ -	\$ 3,841.90
Employee Benefit Fund		\$ 39,994.50	\$ (25,168.99)	\$ 14,825.51
Cooperative		\$ 17,863.58	\$ (1,965.43)	\$ 15,898.15
Bond Fund		\$ 614,725.00	\$ -	\$ 614,725.00
TOTALS				
GRAND TOTALS FOR December 2024	\$ 3,392,737.84	\$ 1,987,876.31	\$ (16,327.85)	\$ 5,364,286.30

\*Includes Transfers

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<b>Fund</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01	A & O Grant Consulting	SERVICES	\$ 1,700.00
	A E Services, LLC	SERVICES	\$ 423.00
	ACCS Inc	SERVICES	\$ 597.00
	Alarm Security Technicians	SERVICES	\$ 205.00
	Allo Communications	UTILITIES	\$ 12,837.85
	Axtell Community School	SERVICES	\$ 6,750.00
	Backupify, Inc.	COMPUTER SOFTWARE	\$ 1,700.00
	Balthazor, Jamey	SERVICES	\$ 180.00
	Benzel Pest Control	SERVICES	\$ 514.50
	Benzel, Lukas R	REIMBURSEMENT	\$ 40.00
	Bluffs Facility Solutions	SUPPLIES	\$ 15,531.33
	Brooke T Schwartz	SERVICES	\$ 860.00
	Cawley, Megan	STUDENT TEACHER STIPEND	\$ 2,000.00
	CDW Government Inc	SUPPLIES	\$ 728.69
	Century Business Products, Inc.	SERVICES	\$ 2,517.14
	CenturyLink	SERVICES	\$ 376.98
	Chavez, Mario	REIMBURSEMENT	\$ 250.00
	Chimney Rock Public Power Dist	UTILITIES	\$ 1,862.35
	City of Scottsbluff	UTILITIES	\$ 19,669.36
	Classic Lanes	MISCELLANEOUS EXPENSES	\$ 1,500.00
	Clemens Carpet Mill Direct	SUPPLIES	\$ 100.00
	Column Software, PBC	MISCELLANEOUS EXPENSES	\$ 11.45
	Conway, Austin	SERVICES	\$ 180.00
	Crossroads Music LLC	REPAIRS	\$ 145.00
	Decker Equipment	SUPPLIES	\$ 236.00
	Dennis Supply Company	SUPPLIES	\$ 199.75
	Devlin, Tim	SERVICES	\$ 480.00
	Docu-Shred LLC	MISCELLANEOUS EXPENSES	\$ 180.00
	Douglas, Kelly and Ostdiek, P.C.	LEGAL SERVICES	\$ 1,236.25
	Downey, Lisa L	REIMBURSEMENT	\$ 311.68
	Drewniany, Ashlynn	STUDENT TEACHER STIPEND	\$ 2,000.00
	Durbin, Mary	REIMBURSEMENT	\$ 34.97
	Dutton-Lainson Company	SUPPLIES	\$ 1,075.05
	Eakes Office Solutions	SUPPLIES	\$ 3,454.77
	Educational Service Unit #13 9800	MISCELLANEOUS EXPENSES	\$ 51,733.12
	Embassy Suites - Lincoln Convention Cent	TRAVEL EXPENSE & MILEAGE	\$ 3,199.12
	Engineered Controls	SERVICES	\$ 2,351.00
	Erdman, Craig	SERVICES	\$ 360.00
	Essential Industries Inc.	SUPPLIES	\$ 2,087.28
	Fireplace, Inc.	DUES & FEES	\$ 2,940.00
	FirstGroup America	SERVICES	\$ 94,832.40
	Floyd's Sales And Service	REPAIRS & MAINTENANCE	\$ 5,142.32
	Fogle, Michael M	REIMBURSEMENT	\$ 53.53
	Follett Content Solutions, LLC	SUPPLIES	\$ 814.69
	Frank Parts Co	SUPPLIES	\$ 115.51
	Freeburg, Adam	SERVICES	\$ 180.00
	Freeburg, Austin	SERVICES	\$ 310.00
	Garcia, Carla	REIMBURSEMENT	\$ 7.37
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$ 3,460.72
	Genny's Sewing and Crafts	SERVICES	\$ 434.00
	Gonzalez, Jaime	SERVICES	\$ 180.00
	Gorsuch & Sons Inc	SERVICES	\$ 331.50
	Griess, David J	SERVICES	\$ 730.00
	Hampton Inn 13406	TRAVEL EXPENSE	\$ 318.00
	Harris, Adam	REIMBURSEMENT	\$ 117.18
	Holiday Inn Express - Lincoln South	TRAVEL EXPENSE	\$ 94.00
	Honey Wagon Express	SERVICES	\$ 850.00
	Howard, Jamisyn	STUDENT TEACHER STIPEND	\$ 2,000.00
	Hugen, Hillari	REIMBURSEMENT	\$ 50.92
	Isenbart, Chase	SERVICES	\$ 1,095.00
	J W Pepper Of Minneapolis	SUPPLIES	\$ 90.00

Jackson, Christopher	SERVICES	\$	375.00
Jamie N. Weingart JNW Consulting, LLC	SERVICES	\$	3,536.84
Jobman, Shaylee	REIMBURSEMENT	\$	628.88
Johnson Auto Plaza Inc	VEHICLE PURCHASE	\$	39,488.00
Kansas City Audio-Visual Inc.	EQUIPMENT	\$	32,517.63
Lanik, Nathan M	SERVICES	\$	240.00
Lawayne Klein	LEASE	\$	1,300.00
Leodeqario Sierra	REIMBURSEMENT	\$	1,142.75
Long, Scott	SERVICES	\$	385.00
Marshall, John D	SERVICES	\$	150.00
MasterLibrary.com, LLC	COMPUTER SOFTWARE	\$	2,760.00
Matheson Tri-Gas, Inc.	SUPPLIES	\$	852.18
Mechanical Sales, Inc.	SUPPLIES	\$	6,248.57
Menards	SUPPLIES	\$	361.48
Monument Physical Therapy LLC	SERVICES	\$	3,024.00
Moreno, Pete	SERVICES	\$	360.00
MRG Enterprises, LLC	LEASE	\$	1,500.00
Najm, Baleria	REIMBURSEMENT	\$	240.74
NCS Pearson, Inc	SUPPLIES	\$	13,393.32
Nebraska Council Of School Admin	DUES & FEES	\$	435.00
Nebraska Machinery Co	MISCELLANEOUS EXPENSES	\$	742.99
Nebraska Public Health & Environmental L	DUES & FEES	\$	174.00
Nebraska Public Power District	UTILITIES	\$	47,468.58
Nebraska Safety & Fire Equipment, Inc.	SERVICES	\$	437.50
Nebraska State Fire Marshal	DUES & FEES	\$	72.00
Nebraskaland Tire Inc	REPAIRS & MAINTENANCE	\$	480.99
NEUSAW District 1	MISCELLANEOUS EXPENSES	\$	300.00
New Victorian Inn - Kearney	TRAVEL EXPENSE	\$	909.87
Northwest Pipe Fittings, Inc Of Scottsbl	SUPPLIES	\$	113.27
O'Boyle, Barbara	REIMBURSEMENT	\$	165.00
O'Boyle, Daniel	SERVICES	\$	180.00
Ochsner, Colby	SERVICES	\$	180.00
Options in Pyschology, LLC	SERVICES	\$	1,625.00
Panhandle Cooperative Assn	SUPPLIES	\$	161.60
Petty Cash-Student Services	MISCELLANEOUS EXPENSES	\$	200.00
PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	47,377.80
Pipe Works Plumbing, LLC	SERVICES	\$	1,157.66
Polk, Robert	REIMBURSEMENT	\$	32.42
PowerSchool Group LLC	SERVICES	\$	285.48
PresenceLearning, Inc.	MISCELLANEOUS EXPENSES	\$	12,786.20
Print Express	MISCELLANEOUS EXPENSES	\$	254.30
QBS, INC.	SERVICES	\$	14,082.00
Quadient Finance USA, Inc.	MISCELLANEOUS EXPENSES	\$	2,098.55
Raptor Technologies, LLC	MISCELLANEOUS EXPENSES	\$	10,827.00
Regional Care Inc	EMPLOYEE BENEFITS	\$	550.00
Regional West Medical Center	MISCELLANEOUS EXPENSES	\$	1,853.00
Rein, Andrea	REIMBURSEMENT	\$	1,257.75
Renaissance Learning, Inc.	COMPUTER SOFTWARE	\$	46,771.47
Rider, Ashley	SERVICES	\$	320.00
Rohnke, Rikki	REIMBURSEMENT	\$	52.93
Rosita's	SUPPLIES	\$	820.00
Rural Radio Scottsbluff	ADVERTISING & PRINTING	\$	135.00
Salazar, Denzel E	SERVICES	\$	665.00
Salinas, Sarah Elizabeth	REIMBURSEMENT	\$	325.00
Sanchez, Brian	SERVICES	\$	258.00
Sandberg Implement Inc	REPAIRS & MAINTENANCE	\$	252.25
Sauer, Chelsea J	REIMBURSEMENT	\$	138.09
Savvas Learning Company LLC	TEXTBOOKS	\$	194.40
Schwartz, Tory	SERVICES	\$	870.00
Scotts Bluff Co. Public Transit	SERVICES	\$	80.00
Scottsbluff Body And Paint	MISCELLANEOUS EXPENSES	\$	500.00
Scottsbluff Country Club 28545	SUPPLIES	\$	390.00
Scottsbluff Public Schools 29270	FUEL	\$	10,245.42

Scottsbluff Schools Cafeteria Fund	SERVICES	\$	6,103.25
Scottsbluff Screenprinting	MISCELLANEOUS EXPENSES	\$	330.00
Scottsbluff-Gering United Chamber Of Com	MISCELLANEOUS EXPENSES	\$	530.00
Scribner, Elizabeth	REIMBURSEMENT	\$	72.50
Seiler, Madison	SERVICES	\$	150.00
Seiler, Shawn	SERVICES	\$	150.00
Sena, Christopher	SERVICES	\$	288.00
Shaddick, Graham Noah	SERVICES	\$	75.00
Shaggy Buffalo Carwash LLC	MISCELLANEOUS EXPENSES	\$	5.00
SHS ProStart Catering	MISCELLANEOUS EXPENSES	\$	360.00
Simon Contractors	SERVICES	\$	2,367.00
Sodexo Operations, LLC	SERVICES	\$	235.00
Staman, Jenise M	REIMBURSEMENT	\$	177.62
State Of Nebraska Das Communications	SERVICES	\$	292.87
Stephen P Schwartz	SERVICES	\$	450.00
Sylvester, Kelsey	STUDENT TEACHER STIPEND	\$	2,000.00
Team Chevrolet	REPAIRS & MAINTENANCE	\$	2,629.05
Teeple, Caroline	REIMBURSEMENT	\$	46.23
Thompson Glass Inc	MISCELLANEOUS EXPENSES	\$	380.00
thyssenkrupp Elevator Corporation	SERVICES	\$	5,306.41
Tofflemire, Megan	REIMBURSEMENT	\$	26.80
Trane U.S. Inc	SERVICES	\$	166.40
Van Tilburg, Alan	SERVICES	\$	225.00
Verizon Connect	SUPPLIES	\$	141.31
Verizon Wireless	COMMUNICATIONS	\$	1,554.67
Verne Simmonds Company	SUPPLIES	\$	9,316.12
Vistabeam	COMMUNICATIONS	\$	300.00
Waste Connection Of Ne, Inc.	UTILITIES	\$	529.00
Weathercraft Roofing	SERVICES	\$	962.59
Webb Eyecare	MISCELLANEOUS EXPENSES	\$	275.00
Westco Western Cooperative Co.	FUEL	\$	902.51
Western Mechanical Solutions, LLC	SERVICES	\$	3,330.00
Whiting Signs LLC	MISCELLANEOUS EXPENSES	\$	100.00
Wickham, Lucas	SERVICES	\$	192.00
Winkler, Taylor Charles	SERVICES	\$	360.00
WPCI	SERVICES	\$	2,135.00
Wright, Bert T.	REIMBURSEMENT	\$	160.00
Y M C A	SERVICES	\$	724.00
Zaner Bloser	LIBRARY BOOKS	\$	745.00

Fund Total

02	Anderson & Shaw Construction, Inc.	SERVICES	\$	89,072.01
	Border States Industries, Inc.	SUPPLIES	\$	2,611.44
	CDW Government Inc	MISCELLANEOUS EXPENSES	\$	3,010.80
	City of Gering	SERVICES	\$	962.60
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	3,630.14
	INA Alert, Inc	SUPPLIES	\$	91,942.14
	JEO Consulting Group, Inc	SERVICES	\$	13,812.04
	MWE Services Inc.	SERVICES	\$	900.00
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	4,091.05
	Pro Overhead Door	SERVICES	\$	3,800.00
	Whiting Signs LLC	SERVICES	\$	4,072.50

Fund Total

03	McKiney, Suzanne	REIMBURSEMENT	\$	31.45
	Sodexo Operations, LLC	SERVICES	\$	221,707.07
	Team Chevrolet	REPAIRS	\$	258.07

Fund Total

05	All Team Sportswear	SUPPLIES	\$	960.00
	Animal Health International	MISCELLANEOUS EXPENSES	\$	1,260.06

Awards Unlimited Inc	MISCELLANEOUS EXPENSES	\$	2,334.50
B & C Steel Corporation	SUPPLIES	\$	260.29
BSN Sports LLC	SUPPLIES	\$	3,107.56
Business Farmer	DUES & FEES	\$	699.93
C W D Cash Wa Distributing Co Inc	SUPPLIES	\$	478.14
Comfort Inn Hastings	TRAVEL EXPENSE	\$	1,089.00
Converse County School District #1	DUES & FEES	\$	500.00
Cozad Community Schools	DUES & FEES	\$	154.00
DECA Inc.	DUES & FEES	\$	2,100.00
GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	1,243.89
Hampton Inn & Suites	TRAVEL EXPENSE	\$	220.00
Hastings High School	DUES & FEES	\$	160.00
Hill, Benjamin J.	SERVICES	\$	70.00
Hill, Bryan	SERVICES	\$	70.00
Holiday Inn Express - Lincoln South	TRAVEL EXPENSE	\$	94.00
HOSA, Inc.	DUES & FEES	\$	1,240.00
Jostens - NEFF Company	SUPPLIES	\$	4,663.90
Kearney Public Schools	DUES & FEES	\$	400.00
La Plaza Tortilleria	SUPPLIES	\$	2,033.00
La Quinta - Gillette	TRAVEL EXPENSE	\$	1,980.00
Logoz	SUPPLIES	\$	240.00
McCook Public Schools	DUES & FEES	\$	125.00
MECA	DUES & FEES	\$	1,975.00
Mitchell High School	DUES & FEES	\$	75.00
New Victorian Inn - Kearney	TRAVEL EXPENSE	\$	1,189.83
Papa Moon Vineyards & Winery LLC	SUPPLIES	\$	1,484.00
Pepsi-Cola Of Alliance	SUPPLIES	\$	1,762.15
PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	24,906.95
Renaissance Learning, Inc.	MISCELLANEOUS EXPENSES	\$	6,937.50
Rosita's	SUPPLIES	\$	453.00
Scottsbluff Country Club 28545	MISCELLANEOUS EXPENSES	\$	390.00
Scottsbluff Screenprinting	SUPPLIES	\$	5,897.75
SHS ProStart Catering	MISCELLANEOUS EXPENSES	\$	3,007.00
Sidney High School	DUES & FEES	\$	150.00
Signature Fundraising, Inc.	FUNDRAISING EXPENSE	\$	12,335.00
Sodexo Operations, LLC	SERVICES	\$	1,969.33
Torrington Middle School	DUES & FEES	\$	150.00
Varsity Brands Inc dba UDA	SUPPLIES	\$	9,261.00
			Fund Total

06	B & C Steel Corporation	SUPPLIES	\$	431.01
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	3,629.67
	JEO Consulting Group, Inc	SERVICES	\$	14,120.82
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	3,216.83
	R & C Welding & Fabrication	SUPPLIES	\$	198.75
	School Specialty	SUPPLIES	\$	137,937.14
				Fund Total

07	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	3,841.90
				Fund Total

08	Air Evac EMS, Inc	EMPLOYEE BENEFITS	\$	11,421.00
	Nebraska Dept of Labor Unemploy	EMPLOYEE BENEFITS	\$	1,751.22
	Regional Care Inc	EMPLOYEE BENEFITS	\$	26,822.28
				Fund Total

09	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	418.42
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	17,445.16
				Fund Total

10	Platte Valley Bank	BOND PAYMENTS	\$	614,725.00
				Fund Total

**December 2024 Total**





\$ 614,589.02

\$ 217,904.72

\$ 221,996.59

\$ 97,426.78

\$ 159,534.22

\$ 3,841.90

\$ 39,994.50

\$ 17,863.58

\$ 614,725.00

**\$ 1,987,876.31**

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:12/1/2024 To Date:12/31/2024

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						
000 - DISTRICT WIDE	\$0.00	\$8,000.00	\$16,000.00	\$0.00	(\$16,000.00)	0.00%
105 - SUPERINTENDENT SALARY	\$216,000.00	\$18,000.00	\$72,000.00	\$144,000.00	\$0.00	100.00%
110 - NON INSTRUCTION WAGES	\$4,370,174.74	\$306,649.11	\$1,292,520.64	\$751,640.46	\$2,326,013.64	46.78%
111 - SALARIES TEACHERS/PROFESSIONAL STAFF	\$24,473,645.97	\$1,973,234.18	\$7,942,886.20	\$15,828,059.07	\$702,700.70	97.13%
112 - INSTRUCTIONAL AIDE WAGES	\$3,109,140.09	\$290,651.90	\$1,165,473.34	\$32,003.60	\$1,911,663.15	38.51%
113 - SUBS	\$15,600.00	\$0.00	\$1,150.00	\$0.00	\$14,450.00	7.37%
114 - SALARIES TECHNICAL STAFF	\$320,812.60	\$26,081.16	\$107,268.94	\$150,823.36	\$62,720.30	80.45%
116 - REGULAR NON CERTIFIED STAFF	\$411,384.00	\$24,351.34	\$129,541.69	\$312,136.95	(\$30,294.64)	107.36%
120 - NON INSTRUCTION TEMP WAGES	\$154,230.00	\$14,623.50	\$57,528.42	\$0.00	\$96,701.58	37.30%
121 - SALARIES OF TEMP EMP PD TO TEACH/PROF	\$357,638.09	\$56,840.73	\$184,313.04	\$40,280.49	\$133,044.56	62.80%
125 - TEMPORARY HELP - ACT	\$30,975.00	\$0.00	\$0.00	\$0.00	\$30,975.00	0.00%
130 - OVERTIME NON INSTRUCTION	\$59,711.00	\$13,607.92	\$50,432.81	\$0.00	\$9,278.19	84.46%
134 - OVERTIME TECHNICAL STAFF	\$0.00	\$4.57	\$46.48	\$0.00	(\$46.48)	0.00%
150 - NON INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$59,337.50	\$0.00	(\$59,337.50)	0.00%
151 - CERTIFIED STIPENDS NEGOTIATED	\$784,874.45	\$87,831.49	\$656,225.42	\$725,374.88	(\$596,725.85)	176.03%
152 - ADDITIONAL COMP INSTRUCTIONAL AIDES/ASSTS	\$0.00	\$0.00	\$54,781.25	\$0.00	(\$54,781.25)	0.00%
154 - TECHNICAL STAFF	\$0.00	\$0.00	\$4,500.00	\$0.00	(\$4,500.00)	0.00%
156 - PROFESSIONAL NON-CERTIFICATED STAFF	\$0.00	\$0.00	\$3,562.50	\$0.00	(\$3,562.50)	0.00%
161 - CERTIFIED STIPENDS ADDITIONAL	\$31,000.00	\$5,373.20	\$26,192.64	\$11,566.36	(\$6,759.00)	121.80%
210 - GROUP INSURANCE	\$28,270.61	\$2,275.50	\$9,613.20	\$5,338.55	\$13,318.86	52.89%
211 - GROUP INSURANCE FOR TEACHERS/PROF STAFF	\$179,086.58	\$14,098.66	\$56,088.02	\$112,356.63	\$10,641.93	94.06%
212 - GROUP INSURANCE INSTRUCTIONAL AIDES/ASSTS	\$22,038.65	\$2,097.39	\$8,391.98	\$239.60	\$13,407.07	39.17%
214 - GROUP INSURANCE TEHNCIAL STAFF	\$2,406.09	\$195.65	\$796.55	\$1,131.21	\$478.33	80.12%
215 - GROUP INSURANCE SUPERINTENDENTS	\$1,620.00	\$135.00	\$540.00	\$1,080.00	\$0.00	100.00%
216 - GROUP INSURANCE NON CERT PROF STAFF	\$3,085.39	\$257.12	\$1,028.48	\$2,056.96	(\$0.05)	100.00%
220 - FICA SS	\$336,580.04	\$23,147.16	\$103,518.10	\$54,298.45	\$178,763.49	46.89%
221 - FICA SS TEACHERS	\$1,969,662.54	\$152,199.09	\$632,578.62	\$1,187,265.36	\$149,818.56	92.39%
222 - FICA SS INSTRUCTIONAL AIDES/ASSTS	\$233,029.71	\$21,932.02	\$92,333.70	\$2,442.61	\$138,253.40	40.67%
223 - FICA SS SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$87.59	\$0.00	(\$87.59)	0.00%
224 - FICA SS TECHNICAL STAFF	\$24,542.18	\$1,960.82	\$8,300.14	\$11,289.77	\$4,952.27	79.82%
225 - FICA SS SUPERINTENDENTS	\$16,524.00	\$256.27	\$2,682.25	\$10,816.08	\$3,025.67	81.69%
226 - FICA SS PROF NON CERT STAFF	\$31,470.88	\$2,347.56	\$9,842.81	\$18,780.48	\$2,847.59	90.95%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:12/1/2024 To Date:12/31/2024

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	\$388,573.19	\$30,985.43	\$130,675.10	\$72,962.35	\$184,935.74	52.41%
231 - RETIREMENT TEACHERS/PROF STAFF	\$2,235,970.14	\$185,536.46	\$748,342.13	\$1,477,049.56	\$10,578.45	99.53%
232 - RETIREMENT INSTRUCTIONAL AIDES/ASSTS	\$293,534.26	\$28,729.28	\$114,662.78	\$3,155.60	\$175,715.88	40.14%
234 - RETIREMENT TECHNICAL STAFF	\$31,689.22	\$2,576.70	\$10,490.55	\$14,898.08	\$6,300.59	80.12%
235 - RETIREMENT SUPERINTENDENTS	\$21,336.05	\$1,778.00	\$7,112.00	\$14,224.00	\$0.05	100.00%
236 - RETIREMENT PROF NON CERT STAFF	\$40,635.69	\$3,386.30	\$13,545.20	\$27,090.40	\$0.09	100.00%
240 - ON BEHALF OF	\$278,775.00	\$0.00	\$207,038.10	\$0.00	\$71,736.90	74.27%
251 - TUITION REIMBURSEMENT TEACHERS/PROF STAFF	\$0.00	\$628.88	\$1,886.64	\$0.00	(\$1,886.64)	0.00%
260 - UNEMPLOYMENT NON INSTRUCTION	\$13,203.87	\$1,205.04	\$4,416.37	\$5,554.12	\$3,233.38	75.51%
280 - HEALTH BENEFITS-NON INSTRUCTIONAL	\$175,092.60	\$15,066.12	\$56,552.33	\$35,290.00	\$83,250.27	52.45%
281 - HEALTH BENEFITS-TEACHERS/PROFESSIONAL STAFF	\$789,276.87	\$65,659.97	\$265,738.00	\$521,377.43	\$2,161.44	99.73%
282 - HEALTH BENEFITS-INSTRUCTIONAL AIDES/ASSISTANTS	\$634,373.36	\$14,930.52	\$45,500.94	\$0.00	\$588,872.42	7.17%
284 - HEALTH BENEFITS-IT SUPPORT STAFF	\$6,107.88	\$508.99	\$2,035.96	\$4,071.92	\$0.00	100.00%
286 - HEALTH BENEFITS-PROFESSIONAL NON CERTIFIED STAFF	\$23,413.56	\$2,969.11	\$11,855.99	\$23,752.88	(\$12,195.31)	152.09%
290 - DO NOT USE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
291 - OTHER BENEFITS TEACHERS/PROF STAFF	\$10,500.00	\$3,115.50	\$22,984.36	\$0.00	(\$12,484.36)	218.90%
310 - PROFESSIONAL & TECHNICAL SERVICES	\$11,600.00	\$0.00	\$0.00	\$0.00	\$11,600.00	0.00%
312 - REPAIRS	\$51,320.00	\$145.00	\$2,799.07	\$1,290.00	\$47,230.93	7.97%
314 - INSERVICE	\$213,789.00	\$18,387.45	\$36,894.30	\$0.00	\$176,894.70	17.26%
315 - ACCOUNTING & AUDITING SERVICES	\$32,050.00	\$0.00	\$38,000.00	\$0.00	(\$5,950.00)	118.56%
316 - DATA PROCESSING	\$6,000.00	\$520.00	\$520.00	\$0.00	\$5,480.00	8.67%
317 - LEGAL SERVICES	\$68,250.00	\$1,236.25	\$7,971.50	\$0.00	\$60,278.50	11.68%
318 - CONTRACTED OR SECURED SERVICES	\$292,296.00	\$469.50	\$7,143.75	\$0.00	\$285,152.25	2.44%
319 - OTHER PROFESSIONAL & TECHNICAL SERVICES	\$826,423.00	\$52,188.72	\$222,283.73	\$10,364.26	\$593,775.01	28.15%
320 - PROPERTY SERVICES	\$0.00	\$0.00	\$580.00	\$0.00	(\$580.00)	0.00%
321 - FUEL	\$361,200.00	\$902.51	\$31,994.99	\$0.00	\$329,205.01	8.86%
322 - ELECTRICITY	\$562,675.00	\$49,330.93	\$224,292.11	\$1,255.16	\$337,127.73	40.08%
323 - WATER & SEWER	\$91,350.00	\$11,624.80	\$48,661.96	\$7,653.64	\$35,034.40	61.65%
325 - GARBAGE	\$98,700.00	\$6,775.19	\$36,283.27	\$13,938.49	\$48,478.24	50.88%
327 - RENTALS OR LEASES	\$210,225.00	\$8,666.25	\$29,704.60	\$17,620.00	\$162,900.40	22.51%
328 - PROPERTY INSURANCE	\$697,200.00	\$0.00	\$994,794.00	\$0.00	(\$297,594.00)	142.68%
330 - EMPLOYEE TRAINING AND DEVELOPMENT	\$94,000.00	\$325.00	\$3,620.00	\$0.00	\$90,380.00	3.85%
331 - CONTRACTED PUPIL TRANSPORTATION	\$1,181,550.00	\$94,966.60	\$389,139.18	\$0.00	\$792,410.82	32.93%
332 - MILEAGE TO PARENTS	\$3,875.00	\$166.00	\$1,044.80	\$0.00	\$2,830.20	26.96%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:12/1/2024 To Date:12/31/2024

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
336 - GAS & OIL	\$179,750.00	\$16,472.32	\$61,333.28	\$0.00	\$118,416.72	34.12%
337 - TIRES & PARTS	\$12,725.00	\$815.66	\$5,701.88	\$0.00	\$7,023.12	44.81%
338 - REPAIRS & MAINTENANCE TO VEHICLES	\$35,875.00	\$9,285.90	\$36,113.44	\$0.00	(\$238.44)	100.66%
340 - LIABILITY INSURANCE	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
350 - ADVERTISING & PRINTING	\$28,295.00	\$644.47	\$1,152.06	\$0.00	\$27,142.94	4.07%
363 - TUITION PAID-OTHER	\$65,000.00	\$8,646.70	\$275,440.10	\$0.00	(\$210,440.10)	423.75%
370 - TUITION PAID-SPED	\$611,500.00	\$36,615.93	\$108,035.54	\$0.00	\$503,464.46	17.67%
380 - COMMUNICATIONS	\$131,375.00	\$15,117.42	\$29,897.81	\$26,304.04	\$75,173.15	42.78%
381 - POSTAGE	\$21,669.98	\$0.00	\$6,065.28	\$0.00	\$15,604.70	27.99%
382 - DISTANCE ED & TELECOMMUNICATIONS	\$35,420.00	\$1,975.85	\$7,932.63	\$9.99	\$27,477.38	22.42%
390 - OTHER PURCHASED SERVICES	\$51,675.00	\$665.00	\$665.00	\$0.00	\$51,010.00	1.29%
391 - COPY SERVICE-BUILDINGS	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00	0.00%
395 - SUBAWARDS/SUBCONTRACTS	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
397 - SUBAWARDS/SUBCONTRACTS	\$0.00	\$1,600.00	\$1,600.00	\$0.00	(\$1,600.00)	0.00%
398 - SUBAWARDS/SUBCONTRACTS	\$15,000.00	\$597.00	\$3,445.00	\$0.00	\$11,555.00	22.97%
399 - SUBAWARDS/SUBCONTRACTS	\$16,000.00	\$1,700.00	\$8,400.00	\$0.00	\$7,600.00	52.50%
400 - SUPPLIES & MATERIALS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
410 - SUPPLIES	\$1,122,257.26	\$66,818.48	\$365,496.77	\$49,739.75	\$707,020.74	37.00%
411 - TAXES	\$6,150.00	\$0.00	\$0.00	\$0.00	\$6,150.00	0.00%
415 - ANNUAL PURCHASE SUPPLIES	\$244,112.94	\$19,582.66	\$113,826.34	\$21,913.60	\$108,373.00	55.61%
420 - TEXTBOOKS	\$419,155.00	\$692.12	\$91,450.72	\$67.04	\$327,637.24	21.83%
430 - LIBRARY BOOKS	\$19,820.64	\$1,172.46	\$3,930.38	\$414.81	\$15,475.45	21.92%
440 - PERIODICALS	\$19,726.00	\$19.00	\$73.00	\$0.00	\$19,653.00	0.37%
450 - AUDIO-VISUAL MATERIALS	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
451 - CONSTRUCTION SERVICES	\$0.00	\$2,210.10	\$2,210.10	\$0.00	(\$2,210.10)	0.00%
460 - COMPUTER HARDWARE < 5000	\$283,925.00	\$33,544.77	\$91,126.09	\$0.00	\$192,798.91	32.10%
465 - COMPUTER SOFTWARE	\$272,534.00	\$51,327.47	\$118,821.98	\$0.00	\$153,712.02	43.60%
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	\$2,800.00	\$12,360.00	\$61,240.00	19.84%
470 - FOOD	\$50,000.00	\$6,103.25	\$22,025.34	\$0.00	\$27,974.66	44.05%
475 - FEE WAIVER	\$15,250.00	\$0.00	\$3,001.05	\$0.00	\$12,248.95	19.68%
480 - FURNITURE & EQUIPMENT <\$5000	\$22,027.00	\$259.87	\$14,424.18	\$38,156.79	(\$30,553.97)	238.71%
490 - OTHER SUPPLIES & MATERIALS	\$0.00	\$0.00	\$315.11	\$0.00	(\$315.11)	0.00%
520 - BUILDING, ACQUISITION IMPROVEMENT	\$183,750.00	(\$1,820.97)	\$0.00	\$0.00	\$183,750.00	0.00%
530 - FURNITURE & EQUIPMENT	\$413,890.00	\$2,050.57	\$5,626.63	\$0.00	\$408,263.37	1.36%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: **2024-2025** From Date:12/1/2024 To Date:12/31/2024

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
550 - VEHICLE ACQUISITION	\$160,000.00	\$39,988.00	\$77,193.00	\$0.00	\$82,807.00	48.25%
560 - COMPUTER HARDWARE	\$185,950.00	\$0.00	\$139.08	\$0.00	\$185,810.92	0.07%
563 - INSURANCE PAYMENTS	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
630 - DUES & FEES	\$105,050.00	\$4,279.00	\$19,322.08	\$0.00	\$85,727.92	18.39%
670 - TRAVEL EXPENSE & MILEAGE	\$541,380.60	\$35,177.58	\$154,408.48	\$3,312.21	\$383,659.91	29.13%
671 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$0.00	\$76.85	\$0.00	\$9,923.15	0.77%
672 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$375.00	\$0.00	\$4,625.00	7.50%
673 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
674 - PROFESSIONAL DEV TRAVEL	\$1,000.00	\$0.00	\$372.00	\$0.00	\$628.00	37.20%
675 - FIELD TRIPS	\$32,429.00	\$1,730.90	\$6,958.53	\$0.00	\$25,470.47	21.46%
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	\$0.00	\$0.00	\$10,000.00	0.00%
690 - MISCELLANEOUS EXPENSES	\$106,110.00	\$10,369.91	\$33,060.25	\$4,673.58	\$68,376.17	35.56%
695 - FAMILY INVOLVEMENT	\$8,750.00	\$483.93	\$972.38	\$39.94	\$7,737.68	11.57%
999 - CREDIT FOR USE	(\$164,850.00)	(\$18,547.85)	(\$101,810.27)	\$0.00	(\$63,039.73)	61.76%
<b>01 - GENERAL FUND Total:</b>	<b>\$52,392,259.72</b>	<b>\$3,998,509.34</b>	<b>\$18,040,103.11</b>	<b>\$21,811,520.51</b>	<b>\$12,540,636.10</b>	<b>76.06%</b>

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: **2024-2025** From Date:12/1/2024 To Date:12/31/2024

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
<b>Grand Total:</b>	\$52,392,259.72	\$3,998,509.34	\$18,040,103.11	\$21,811,520.51	\$12,540,636.10	76.06%

End of Report

## Scottsbluff Public Schools

### Fund Balances

Fiscal Year: 2024-2025

Month: December

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	\$16,593,207.87	\$11,889,545.79	(\$18,040,103.11)	\$0.00	\$10,442,650.55
02	SPECIAL BUILDING FUND	\$3,807,804.54	\$121,764.37	(\$996,346.96)	\$0.00	\$2,933,221.95
03	SCHOOL LUNCH FUND	\$2,024,283.05	\$827,151.91	(\$811,220.00)	\$0.00	\$2,040,214.96
04	QUAL CAPITAL PURPOSE FUND	\$534,458.50	\$35,422.36	(\$82,056.95)	\$0.00	\$487,823.91
05	ACTIVITY FUND	\$525,895.65	\$356,096.64	(\$403,975.40)	\$0.00	\$478,016.89
06	DEPRECIATION FUND	\$2,722,270.81	\$0.00	(\$387,501.67)	\$0.00	\$2,334,769.14
07	STUDENT FEE FUND	\$18,321.39	\$4,871.10	(\$6,539.71)	\$0.00	\$16,652.78
08	EMPLOYEE BENEFIT FUND	\$21,733.28	\$111,864.95	(\$139,360.11)	\$0.00	(\$5,761.88)
09	COOPERATIVE FUND	\$54,048.76	\$59,067.37	(\$58,562.43)	\$0.00	\$54,553.70
10	BOND FUND	\$4,244,871.63	\$251,904.14	(\$2,371,961.00)	\$0.00	\$2,124,814.77
Grand Total:		\$30,546,895.47	\$13,657,688.63	(\$23,297,627.34)	\$0.00	\$20,906,956.77

End of Report

# Scottsbluff Public Schools

## Revenue Report

Summary Only    From Date: 12/1/2024    To Date: 12/31/2024

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 01            GENERAL FUND</b>					
01.1.1030.102.0.000.00 BAD DEBT WRITE OFF	\$0.00	\$69.26	\$265.07	(\$265.07)	0.00%
01.1.1110.100.0.000.00 LOCAL DISTRICT TAXES	\$12,408,343.00	\$95,805.28	\$972,309.36	\$11,436,033.64	92.16%
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	\$0.00	\$0.00	\$500,000.00	100.00%
01.1.1125.100.0.000.00 MOTOR VEHICLE TAX	\$1,400,000.00	\$112,597.22	\$388,175.54	\$1,011,824.46	72.27%
01.1.1270.100.0.000.00 PRESCHOOL RECEIPTS	\$120,000.00	\$2,980.97	\$39,118.05	\$80,881.95	67.40%
01.1.1270.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$6,159.88	\$62,782.79	(\$62,782.79)	0.00%
01.1.1270.102.0.015.00 BAD DEBT WRITE OFF	\$0.00	(\$27.50)	(\$55.00)	\$55.00	0.00%
01.1.1271.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$2,678.86	\$26,452.78	(\$26,452.78)	0.00%
01.1.1271.102.0.015.00 BAD DEBT WRITE OFF	\$0.00	\$0.00	(\$9.75)	\$9.75	0.00%
01.1.1410.100.0.000.00 INTEREST INVESTMENTS/DIGITAL GRAPHIC ART	\$450,000.00	\$21,262.99	\$117,498.11	\$332,501.89	73.89%
01.1.1610.100.0.000.00 LOCAL LICENSE FEES	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%
01.1.1810.100.0.050.00 AFTER SCHOOL PROGRAM	\$0.00	\$618.42	\$3,392.18	(\$3,392.18)	0.00%
01.1.1810.100.0.060.00 AFTER SCHOOL PROGRAM	\$0.00	\$2,294.90	\$10,386.94	(\$10,386.94)	0.00%
01.1.1810.100.0.080.00 AFTER SCHOOL PROGRAM	\$0.00	\$699.80	\$4,083.97	(\$4,083.97)	0.00%
01.1.1810.102.0.050.00 BAD DEBT WRITE OFF	\$0.00	\$0.00	(\$35.34)	\$35.34	0.00%
01.1.1810.102.0.060.00 AFTER SCHOOL PROGRAM	\$0.00	(\$41.76)	(\$136.63)	\$136.63	0.00%
01.1.1810.102.0.080.00	\$0.00	\$0.00	(\$21.35)	\$21.35	0.00%

## Scottsbluff Public Schools

### Revenue Report

Summary Only    From Date: 12/1/2024    To Date: 12/31/2024

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
BAD DEBT WRITE OFF					
01.1.1820.100.0.015.00	\$0.00	\$2,144.51	\$12,262.90	(\$12,262.90)	0.00%
PRESCHOOL BEFORE & AFTER SCHOOL CARE					
01.1.1820.102.0.015.00	\$0.00	\$0.00	(\$7.00)	\$7.00	0.00%
BAD DEBT WRITE OFF					
01.1.1910.100.0.000.00	\$10,000.00	\$750.00	\$1,400.00	\$8,600.00	86.00%
RENTAL - SCHOOL FACILITIES					
01.1.1925.100.0.000.00	\$0.00	\$0.00	\$2,910.42	(\$2,910.42)	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	\$18,169.92	\$60,248.01	\$139,751.99	69.88%
COUNTY FINES & LICENSES					
01.1.3110.100.0.000.00	\$18,334,444.00	\$1,801,346.90	\$7,205,387.60	\$11,129,056.40	60.70%
STATE AID					
01.1.3110.100.0.015.00	\$0.00	\$32,097.10	\$128,388.40	(\$128,388.40)	0.00%
STATE AID					
01.1.3120.100.0.000.00	\$5,800,000.00	\$799,119.00	\$799,119.00	\$5,000,881.00	86.22%
SPECIAL ED					
01.1.3125.100.0.000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
SPECIAL EDUC. TRANSPORTATION					
01.1.3135.100.0.000.00	\$10,000.00	\$0.00	\$16,354.00	(\$6,354.00)	-63.54%
HIGH ABILITY LEARNERS					
01.1.3180.100.0.000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
PRO RATE MOTOR VECHICLE TAX					
01.1.3200.100.0.000.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00	100.00%
STATE APPORTIONMENT					
01.1.3540.100.0.000.00	\$200,000.00	\$31,457.62	\$31,457.62	\$168,542.38	84.27%
STATE EARLY CHILDHOOD-STADIUM					
01.1.3541.100.0.000.00	\$306,850.00	\$64,907.00	\$195,321.00	\$111,529.00	36.35%
EARLY CHILDHOOD SIXPENEC					
01.1.3990.100.0.000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
OTHER STATE RECEIPTS					
01.1.3992.100.0.000.00	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	0.00%
EDUCATION QUEST					
01.1.3996.100.0.000.00	\$0.00	\$0.00	\$3,250.00	(\$3,250.00)	0.00%

# Scottsbluff Public Schools

## Revenue Report

Summary Only    From Date: 12/1/2024    To Date: 12/31/2024

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>ENGINEERING PATHWAYS ASP GRANT</b>					
01.1.4200.100.0.000.00	\$1,100,000.00	\$0.00	\$487,723.00	\$612,277.00	55.66%
TITLE 1, PART A					
01.1.4222.100.0.000.00	\$22,500.00	\$11,025.00	\$11,025.00	\$11,475.00	51.00%
<b>MCKINNEY HOMELESS GRANT</b>					
01.1.4310.100.0.000.00	\$145,000.00	\$0.00	\$66,325.00	\$78,675.00	54.26%
TITLE II, PART A					
01.1.4406.100.0.000.00	\$20,896.00	\$20,971.00	\$20,971.00	(\$75.00)	-0.36%
<b>IDEA PRESCHOOL BASE ALLOC</b>					
01.1.4410.100.0.000.00	\$822,938.00	\$0.00	\$0.00	\$822,938.00	100.00%
<b>IDEA/ENROLLMENT &amp; POVERTY</b>					
01.1.4412.100.0.000.00	\$24,220.00	\$30,919.00	\$30,919.00	(\$6,699.00)	-27.66%
<b>IDEA PART B PORPORTIONALTE SHARE</b>					
01.1.4450.100.0.000.00	\$200,000.00	\$0.00	\$103,260.26	\$96,739.74	48.37%
M.I.P.S.					
01.1.4455.100.0.000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	100.00%
<b>MEDICAID CLAIM PROCESSING</b>					
01.1.4510.100.0.000.00	\$0.00	\$0.00	\$207,673.46	(\$207,673.46)	0.00%
<b>TITLE IV STUDENT SUPPORT &amp; ACADEMIC ENRICHMENT GRA</b>					
01.1.4700.100.0.000.00	\$60,447.00	\$0.00	\$56,688.00	\$3,759.00	6.22%
<b>CARL PERKINS</b>					
01.1.4910.100.0.000.00	\$27,758.00	\$0.00	\$14,878.86	\$12,879.14	46.40%
<b>INDIAN EDUCATION</b>					
01.1.4925.100.0.000.00	\$26,000.00	\$0.00	\$26,363.72	(\$363.72)	-1.40%
<b>TITLE III ELL</b>					
01.1.4967.100.0.000.00	\$88,000.00	\$0.00	\$34,881.00	\$53,119.00	60.36%
<b>TITLE IV PART A</b>					
01.1.4968.100.1.060.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>21ST CENTURY GRANT (TITLE IV, PART B)</b>					
01.1.4968.100.1.070.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>21ST CENTURY GRANT (TITLE IV, PART B)</b>					
01.1.4968.100.1.080.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>21ST CENTURY GRANT (TITLE IV, PART B)</b>					
01.1.4989.100.0.000.00	\$0.00	\$23,422.00	\$65,856.00	(\$65,856.00)	0.00%
<b>ARP - ELO SUMMER</b>					
01.1.4992.100.0.000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%

## Scottsbluff Public Schools

### Revenue Report

Summary Only    From Date: 12/1/2024    To Date: 12/31/2024

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>AFJROTC</b>					
01.1.4993.100.0.000.00	\$0.00	\$0.00	\$17,599.00	(\$17,599.00)	0.00%
<b>ARP HCY I</b>					
01.1.4995.100.0.000.00	\$3,000,000.00	\$342,507.17	\$614,892.58	\$2,385,107.42	79.50%
<b>CATEGORICAL GRANTS</b>					
01.1.4998.100.0.000.00	\$5,236,235.00	\$0.00	\$0.00	\$5,236,235.00	100.00%
<b>ESSER III Grant</b>					
01.1.5301.100.0.000.00	\$0.00	(\$275.00)	(\$275.00)	\$275.00	0.00%
<b>INSURANCE ADJUSTMENTS</b>					
01.1.5400.100.0.000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
<b>SALE OF PROPERTY</b>					
01.1.5690.100.0.000.00	\$25,000.00	\$29,819.89	\$42,966.24	(\$17,966.24)	-71.86%
<b>OTHER NON-REVENUE RECEIPTS</b>					
<b>Fund 01 Total:</b>	\$51,475,131.00	\$3,453,479.43	\$11,889,545.79	\$39,585,585.21	76.90%
<b>Grand Total:</b>	\$51,475,131.00	\$3,453,479.43	\$11,889,545.79	\$39,585,585.21	76.90%

End of Report

# STRATEGIC PLAN

# UPDATE SCOTTSLBLUFF



PUBLIC SCHOOLS  
EVERY CHILD , EVERY DAY

## PRIORITIES 2020

DAY!

### VISION:

To provide a safe and engaging learning environment that will empower our students of today to successfully meet the challenges of tomorrow.



### FACILITIES

Alignment with District Priorities, Scottsbluff Public Schools will invest in Upgraded Facilities and Infrastructure.



### MENTAL HEALTH AND WELLBEING

Scottsbluff Public Schools will invest in the Mental Health and Wellbeing of Our Students and Staff through Proactive Wellness Efforts and Behavior Interventions.



### REC AND

Scottsbluff Public Schools  
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# MISSION AND VISION



## OUR MISSION

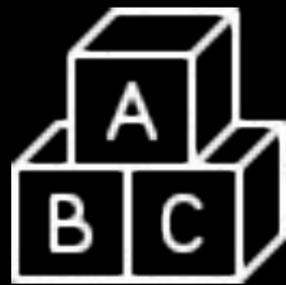
Every Child, Every Day



## OUR VISION

To provide a safe and engaging learning environment that will empower our students of today to successfully meet the challenges of tomorrow.

# VALUES



**A BRIGHT START AND  
A PROMISING FUTURE**

**for Every Child**



**A SUPPORTIVE SCHOOL  
AND COMMUNITY  
ENVIRONMENT**

**for Every Child**



**QUALITY INSTRUCTION**

**for Every Child**

# STRATEGIC PRIORITY

## #1

Scottsbluff Public Schools  
Commits to Attracting,  
Developing, and Retaining Highly  
Qualified Staff.



# Measures of Success



Improved staff retention rates



Increased number of applications for available positions



Decrease in unfilled positions

# Defining Objective 1.1

Recruit, improve, and  
increase recruitment efforts





# Defining Objective 1.1

## **Grow Your Own Teacher Apprenticeship Grant Program – CSC/SBPS**

- 4-6 Spots Available with 2 being awarded to start January 1st

## **Panhandle Grow Your Own Principal Program – UNL**

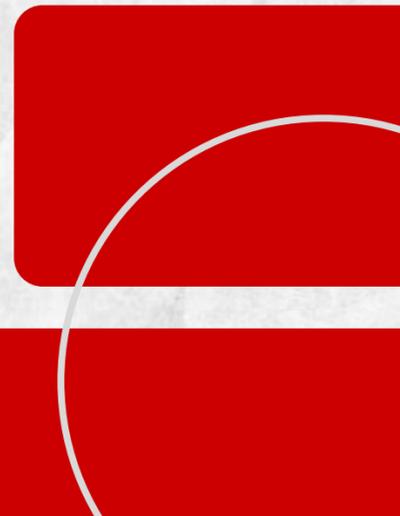
## **Para to Teacher Pathway in Partnership with the SBPS Foundation**

- Informational Workshop held last January for staff

## **Conditional Leave**

## **Hiring Bonus**

- 2023-2024
  - Teachers – 35
  - Admin – 2
  - Licensed Staff – 2
- 2024-2025
  - Teachers – 19
  - Admin – 1
  - Licensed Staff – 2



# Defining Objective 1.2

Enhance SBPS  
employee onboarding  
processes and efforts





# Defining Objective 1.2

## **New Teacher Induction Committee**

- Each school has a staff member that serves on the committee
- Monthly professional development sessions after school and additional PD as needed

## **Applications for positions 8/1/23 - 7/31/24**

- Admin
  - 1 Position Posted - 5 Applicants
- Certified
  - 16 Positions Posted - Average of 5.81 Applicants
- Classified
  - 48 Positions Posted - Average of 9.58 Applicants





# Defining Objective 1.3

Retain quality staff



# Defining Objective 1.3

## **NextGen Leadership Academy - UNK Return & Educate Retention Incentive**

- 460 Staff Members received in September 2023
- 467 Staff Members received in September 2024

## **Stay Interviews**

- Conducted in March or 2023 & 2024
- Sample set of members across varying grade levels, content areas, and years of service



# Points of Pride

## Certified Staff Resignations based on signed Supplementary Agreements on March 15th

- 2022-2023
  - 25 Resigned & 3 Retired
- 2023-2024
  - 14 Resigned & 8 Retired

## Student Teacher Stipends

- 2023-2024 - 8
- 2024-2025 - 11

## College Credit Program

- \$110K invested in prior years through ESSER funding
- \$25K invested in 2024-2025



# Future Focus

- Continue to look at developmental opportunities for classified staff
- Negotiations next fiscal year
- School Psychologist Interns . . . . .
- Advocate for continuation of flexibility in teacher certification . . . . .
- Attracting, Developing and Retaining Highly Qualified Staff may desire a more dedicated and coordinated focus . . . . .





**Questions?**

New Construction~~Facilities~~ Purpose

The Scottsbluff Public Schools Board of Education intends to provide proper school facilities. Decisions regarding such facilities will be guided by the following principles:

1. Facilities will be constructed to a systematic multi-year plan developed to support the District's educational programs.
2. Facilities will be designed to satisfy instructional goals.
3. Facilities will be constructed for long-term occupancy and low maintenance costs.
4. Facilities will be designed with community use in mind.
5. Facilities will be designed in accordance with contemporary engineering technology and architectural practice.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

New Construction

~~Facilities~~ Planning

The purpose of planning is to make the best possible provisions for the educational program. Decisions regarding planning and specifics for any individual building plan will start with program considerations and be adjusted as educational programs change.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

New ConstructionFacilities—Guidelines for Building ~~New Schools~~ or Remodeling ~~Existing Schools~~ Facilities

These guidelines for building or remodeling facilities are not applicable when estimated costs do not exceed \$40,000 or such remodeling, regardless of estimated cost, will solely be performed by district staff. Education specifications including program and space requirements are to be developed by committees of teachers, patrons and/or administrators who meet with architects and engineers. Upon completion, the specifications and schematic building plans shall be presented to the Board of Education for approval, as required by Board Policy 3130.

Generally, the content of a set of educational specifications would include all or part of the following items:

1. A statement of the educational philosophy as it pertains to the specific construction project; and,
2. Community and Scottsbluff Public School District characteristics:
  - a. What is the plan or organization and expected enrollment of the school?
  - b. What is the construction plan for this facility?
  - c. What special services are to be provided?
  - d. What special provisions are needed for community use?
  - e. What qualities are important to the functional layout of the structure?

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

New Construction~~Facilities~~ Remodeling

A plan for future building modifications shall be maintained and continuously updated for inclusion in planning for construction. These planning elements shall be followed:

1. Superintendent shall submit requests for building modifications by March 31 of each year.
2. Superintendent requests for building modifications shall be considered in terms of priorities.
3. Safety and health of students and staff will be considered when remodeling is undertaken.
4. ~~These~~ priorities, ~~which are not all inclusive and in any particular order~~, have been established by the Board of Education when considering remodeling project needs:
  - a. Correction of safety and health deficiencies;
  - b. Housing of students;
  - c. Projects must meet program requirements, including outdoor space;
  - d. Projects needed to maintain the integrity of current Scottsbluff Public Schools' buildings;
  - e. Repair/renovation of ancillary facilities;
  - f. Parking; ~~and~~,
  - g. Security.

Major remodeling may follow the same procedure as new construction but there are also alternate provisions for that work which can be done without architectural services.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

New Construction

Facilities - Selection of Architect/Engineer

Architects and/or engineers will be selected based on the recommendations of the Superintendent. The selection is subject to approval ~~will be approved~~ by the Board of Education.

Legal Reference: ~~Neb. Rev. Stat. § 81-3445~~

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

New Construction~~Facilities~~ – Financing of Construction – Special Building Fund

The Scottsbluff Public Schools Board of Education is authorized under state statutes to establish a Special Building Fund for the purpose of acquiring sites for school buildings or purchasing existing buildings for use as school buildings and the erection, alteration, equipping, and furnishing of school buildings and additions to school buildings.

Proceeds from the sale of real property will be placed in the **Special** Building Fund.

Interest accumulation from the current **Special** Building Fund balance shall remain in the **Special Building** Fund.

Legal Reference: [Neb. Rev. Stat. § 79-10,120](#)

Date of Adoption: August 9, 2021

**Date of Revision: January 13, 2025**

New Construction~~Facilities~~–Bids and Contracts

All contracts for work related to building construction, remodeling or repair, or site improvement in excess of \$100,000, or such sum as adjusted pursuant to **Neb. Rev. Stat. § 73-106**, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: [Neb. Rev. Stat. §§ 73-101 to 73-106](#)

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

New Construction

~~Facilities~~ Awarding Contracts

The Superintendent **or the Superintendent's designee** shall make final recommendations to the Board of Education concerning awarding of contracts.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

~~New Construction~~

~~Facilities Change Orders~~

- ~~1. Change order requests will be initiated by the architect/owner prior to the implementation of the change contemplated.~~
- ~~2. Change order requests will be reviewed by the Superintendent and facilities committee, and be subject to approval by the Superintendent and facilities committee.~~
- ~~3. When approved, copies of change orders will be distributed to the Superintendent, the facilities committee, the contractor, and the architect.~~
- ~~4. All change orders will be reported as part of the Routine Business Agenda Progress Report on Construction Projects.~~

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

New Construction and Improvements to Existing BuildingsDesign-Build under the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. § 13-2901 et seq.Introduction

The ~~School~~ District is authorized to enter into design-build contracts for ~~School~~ District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. §§ 13-2901 et seq. (the “Act”). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a design-build contract and the general terms of such contract.

Board Selection of Design-Build Method and Process and Direction to Prepare Request for Proposals

The Board of Education of the ~~School~~ District shall adopt a resolution to select the design-build under the Act as the method and process of construction delivery of the specific project and authorize and direct the ~~School~~ District administration in conjunction with the performance-criteria developer retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds of the Board of Education.

Procedures for Selecting and Hiring a Performance-Criteria Developer

Prior to proceeding with any ~~School~~ district construction project using the design-builder method under the Act, the ~~School~~ District shall retain the services of a performance-criteria developer under the following procedures:

1. In the event that the estimated fee for the professional services of a performance-criteria developer is less than forty thousand dollars (\$40,000), the ~~School~~ District shall informally solicit proposals or statements of qualifications from persons licensed or organizations issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. §§ 81-3401 et seq., and select a performance-criteria developer that, in the sole opinion of the ~~School~~ District, is best suited to the specific ~~School~~ district construction project. The ~~School~~ District shall negotiate and enter into a written performance-criteria developer contract with the selected person/firm.
2. In the event that the estimated fee for the professional services of a performance-criteria developer exceeds forty thousand dollars (\$40,000), the ~~School~~ District shall select a performance-criteria developer based on the following procedures, which are to be consistent with the Nebraska Consultants’ Competitive Negotiation Act, Neb. Rev. Stat. §§ 81-1700 et seq.
  - a. Public notice of a request for qualifications for the position of performance-criteria developer shall be given in a manner consistent with ~~School~~ district policy. In addition, known persons and/or firms engaged in the lawful practice of their profession who desire to provide professional services will be encouraged to submit a proposal or statement of qualifications.

- b. Proposals or statements of qualifications shall be objectively evaluated and discussions with qualified persons/firms shall be conducted regarding the person's/firm's qualifications, approach to the project, and ability to furnish the services of performance-criteria developer. If necessary, person(s)/firm(s) may be asked to provide public presentations.
    - c. Qualified persons/firms shall be ranked in order of preference after considering such factors as:
      - i. The ability of professional personnel;
      - ii. Past performance;
      - iii. Willingness to meet time and budget requirements;
      - iv. Location, recent, current and projected workloads of the persons/firms; and,
      - v. The volume of work previously awarded to the person/firm.
    - d. The ~~School~~ District shall attempt to negotiate a performance-criteria developer contract with the highest ranked qualified person/firm and may enter into a performance-criteria developer contract after negotiations. If the ~~School~~ District is unable to negotiate a satisfactory contract with the highest ranked person/firm, the ~~Lincoln~~ Scottsbluff Public School District may terminate negotiations with that person/firm. The ~~Lincoln~~ Scottsbluff Public School District may then undertake negotiations with the second highest ranked person/firm and may enter into a performance-criteria developer contract after negotiations. If the Board of Education is unable to negotiate a satisfactory contract with the second highest ranked person/firm, the Board may undertake negotiations with the third highest ranked person/firm, if any, and may enter into a performance-criteria developer contract after negotiations.
  3. The procedures in subparagraphs 1. and 2. above shall include the requirement that the performance-criteria developer is:
    - a. A person licensed or an organization issued a certificate of authorization to practice architecture or engineering in the state of Nebraska pursuant to the Engineers and Architects Regulation Act, ~~Neb. Rev. Stat. §§ 81-3401 et seq.~~;
    - b. Ineligible to be included as a provider of any services in a proposal as a design-builder for the construction project on which it has acted as performance-criteria developer; and,
    - c. Is not employed by or does not have a financial or other interest in a design-builder who will submit a proposal.
  4. The procedure shall also provide that the performance-criteria developer shall assist the ~~School~~ District in the development of project performance criteria, letters of interest, Requests for Proposals, evaluation of the proposals, evaluation of design and construction under the design-build contract to determine adherence to the performance criteria, and any additional services requested by the ~~School~~ District to represent its interests in relation to the construction project.

Procedures for the Preparation and Content of Request for Letters of Interest and Procedures and Standards to be Used to Prequalify Design-Build Candidates

The ~~School~~ District shall prepare and issue a Request for Letters of Interest for the position of design-builder under the Act and in accordance with this section and shall prequalify design-builders on the basis of letter of interest responses received from such firms submitted in accordance with this section.

1. The Request for Letters of Interest shall be:
  - a. Published in a newspaper of general circulation within the ~~School~~ District at least thirty days prior to the deadline for receiving letters of interest: and,
  - b. Sent by first-class mail to any design-builder upon request.
2. The Request for Letters of Interest shall include, at a minimum, a description of the ~~School~~ District construction project in sufficient detail to permit a design-builder to submit a letter of interest, which may include a description of the scope and nature of the construction project, the project site, the schematic design (if any has been prepared), the preliminary project schedule, and the estimated budget.
3. Letters of interest shall be reviewed by the ~~School~~ District, in consultation with the performance-criteria developer. The ~~School~~ District will evaluate prospective design-builders based on the information submitted to the ~~School~~ District in the letters of interest.
4. The ~~School~~ District shall select as prequalified at least three prospective design-builders who submitted letters of interest. Provided that if only two design-builders have submitted letters of interest, the ~~School~~ District shall select as prequalified at least two prospective design-builders. The selected design-builders then shall be considered prequalified and eligible to receive a Request for Proposals.

#### Procedures for the Preparation and Content of Request for Proposals

The ~~School~~ District shall prepare the Request for Proposals for the position of design-builder under the Act and in accordance with this section. The Request for Proposals shall be sent only to the prequalified design-builders. At least thirty days prior to the deadline for receiving and opening proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the ~~School~~ District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

1. The notice of the Request for Proposals;
2. An invitation to submit proposals. Such invitation shall:
  - a. ~~Identifying~~ Identify the ~~School~~ District as the project owner;
  - b. Contain the day and hour upon which such proposals are due and shall be received;
  - c. State that proposals shall be sealed;
  - d. State that proposals shall not be opened until expiration of the time allowed for submitting proposals; and,
  - e. State the hour at which such proposals shall be opened in the presence of the proposers or representatives of the proposers.
3. These policies adopted by the ~~School~~ District;

4. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget and other budget parameters;
5. The project performance criteria;
6. Instructions to prospective design-builder firms, which shall state that the following requirements, at a minimum, must be contained in any submitted proposal:
  - a. A description of the design-builder's project team and organization of such team;
  - b. Fee proposal, if required by the ~~School~~ District as part of the Request for Proposals;
  - c. Fee proposal, if required by the ~~School~~ District as part of the Request for Proposals;
  - d. Proof of insurance coverage and bonding required by law and the construction manager at risk contract;
  - e. A written statement of the design-builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals; and,
  - f. A written acknowledgement that the design-builder agrees to the following conditions:
    - i. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services.
    - ii. At the time of the design-build offering, the design-builder will furnish to the ~~School~~ District a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project.
    - iii. The architect or engineer engaged by the design-builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the design-builder prior to the completion of the project without the written consent of the ~~School~~ District.
    - iv. A design-builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will:
      1. Comply with the Engineers and Architects Regulation Act by procuring a certificate of authorization to practice architecture or engineering;
      2. Submit proof of sufficient professional liability insurance; and,
      3. The rendering of architectural or engineering services by a licensed architect or engineer employed by the design-builder will conform to the Engineers and Architects Regulation Act and rules and regulations adopted under the act.
7. Information of pre-proposal conference, if any required, and attendance requirements at such conference;
8. Information of pre-proposal conference, if any required, and attendance requirements at such conference;
9. Proposal procedures, including:

- a. Questions and clarification or interpretations of the proposal documents;
  - b. Method of handling addenda to proposal documents;
  - c. Procedure for modification or withdrawal of proposals; and,
  - d. Proposal due date and opening including date, time, location and methods of submittal of proposals.
10. Evaluation procedure, including the criteria for evaluation of proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process;
11. The proposed agreement between the ~~School~~ District and the design-builder, including general conditions of the contract for construction. Such agreement may set forth an initial determination of the manner by which the design-builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
12. Payment and performance bonds and guaranteed maximum price bond requirements for the design-builder;
13. Insurance requirements, which shall provide that the design-builder shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the design-builder from claims which may arise out of or result from the design-builder 's operations under the contract and for which the design-builder may be legally liable, whether such operations be by the design-builder or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable;
14. Special notice requirements, if any, which may include but not limited to the following:
- a. This project is being conducted under, and is subject to, the provision of the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. 13-2901 et. seq.
  - b. This ~~School~~ District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, ~~including women and minorities~~, for architectural and engineering services and for contractor services. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of race, color, national origin, religion, marital status, sex, age, disability, or sexual orientation. The ~~School~~ District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that:
    - i. They are an equal opportunity employer;
    - ii. They actively recruit a well-qualified and diverse group of employees and subcontractors, ~~including women and minorities~~; and,
    - iii. If selected, they will actively continue and implement this policy throughout any awarded public work.
  - c. By submitting a proposal, each proposer agrees to waive any claim it has, or may have, against the ~~School~~ District and the architects retained by the ~~School~~ District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents; or the contract documents; acceptance or rejection of any proposals; and award of the contract.
  - d. The ~~School~~ District reserves the right to:

- i. Terminate the proposal process at any time;
    - ii. Reject any or all proposals; and/or,
    - iii. Waive formalities and minor irregularities in the proposals received.
  - e. The ~~School~~ District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the ~~School~~ District to be necessary for the successful performance of the contract.
  - f. The proposing firm's signature on the proposal is the proposing firm's guarantee that the content of the proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the ~~School~~ District from obtaining the lowest competitive price.
15. Other information, which may include the following:
  - a. A description of the general scope of services to be provided by the design-builder;
  - b. Project financing phase informational services, if any;
  - c. Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.
  - d. Cost estimation and preliminary guaranteed maximum price submittals to the ~~School~~ District; and/or,
  - e. Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the ~~School~~ District with regard to proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

#### Procedures for Preparing and Submitting Proposals

Only design-builders prequalified under this policy may submit proposals. The ~~School~~ District only will accept, consider and evaluate proposals submitted by prequalified design-builders and will not accept, consider or evaluate any proposals submitted by firms not prequalified.

Proposals submitted by interested design-builder firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the ~~School~~ District. All proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted proposals become the property of the ~~School~~ District.

Proposals must also contain the following certification or substantially similar language: "The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The

proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.”

Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. §§ 13-2908 & 13-2911  
 The ~~School~~ District shall evaluate and rank each proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee. ~~pursuant to Neb. Rev. Stat. § 13-2911 and this section.~~

1. Referral to Selection Committee. In evaluating proposals ~~in accordance with Neb. Rev. Stat. § 13-2908~~, the ~~School~~ District shall refer the proposals for recommendation to a selection committee.
2. Make-Up of Selection Committee. The selection committee shall be a group of at least five persons designated by the ~~School~~ District. Members of the selection committee shall include at least one person from each of the following groups:
  - a. A member or members of the Board of Education;
  - b. A member or members of ~~School~~ district administration and/or staff;
  - c. The performance-criteria developer;
  - d. A person having special expertise relevant to selection of a construction manager under the Act; and,
  - e. A resident of the ~~School~~ District other than an individual included in subdivisions a. through d. of this subsection.
3. No Pecuniary Interest By Members. ~~Members No Pecuniary Interest:~~ A member of the selection committee ~~designated under subdivision (4) or (5) of this subsection~~ shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the ~~School~~ District or the performance-criteria developer.
4. Evaluation Criterion. The selection committee and the ~~School~~ District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the design-builder to complete the project	Ten percent (10%) of total points
2	The ability of the proposed personnel of the design-builder to perform	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the design-builder	Thirty percent (30%) of total points

4	The quality of performance on previous projects	Thirty percent (30%) of total points
5	The ability of the design-builder to perform within the time specified	Thirty percent (30%) of total points
6.	The previous and existing compliance of the design-builder with laws relating to the contract	Ten percent (10%) of total points
7.	OPTIONAL - The ability and resources of the design-builder to recruit qualified contractors for the Project, including but not limited to local contractors	Twenty percent (20%) of total points
8.	OPTIONAL - The design-builder's proposed efforts schedule for the Project	Twenty percent (20%) of total points
	TOTAL (No more than 100%)	100%

5. Determination of Evaluation Criteria Percentage Values. The Board of Education, in the resolution adopted to select the design-builder under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that that the total percentage does not exceed 100%.
  
6. Examination of Proposals. Following the opening of the proposals, the selection committee will examine the proposal and supporting documentation submitted by all candidates. The evaluation of the design-builder for the project shall be based upon a careful and objective consideration of the proposals and the ability of each firm submitting a proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, and local laws and regulations, and School district policies and regulations that are applicable to the project.
  
7. Interviews of Candidates. To further assist the selection committee in evaluating each proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).
  
8. Recommendation of Selection Committee to Board of Education. After examining and evaluating all proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each proposal on the basis of best meeting the proposal evaluation criteria. The selection section committee shall make a formal, written recommendation to the Board of Education based on highest ranking proposal. The selection committee shall provide to the Board of Education the full rankings.
  
9. Records of Selection Committee. The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a Board member or district employee to keep the minutes of the selection committee meetings. The minutes

of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken, and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of ~~section~~ **Neb. Rev. Stat. § 84-712.01**.

10. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the proposals and supporting documentation submitted by all proposing design-builder candidates. Each proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.
11. Rejection of Proposals. The **School** District shall have the right to reject any and all proposals. The **School** District may subsequently solicit new proposals using the same or different project performance criteria.

#### Procedures for Design-Builder Contract Negotiations

- ~~1. The School District may only proceed to negotiate and enter into a design-build contract if there are at least two proposals from prequalified builders.~~
2. Negotiations with Highest Ranked Design-Builder. The **School** District shall attempt to negotiate a design-build contract with the highest ranked design-builder and may enter into a design-build contract after negotiations. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
3. Negotiations with Second Highest Ranked Design-Builder. If the **School** District is unable to negotiate a satisfactory contract with the highest ranked design-builder, the **School** District may terminate negotiations with that design-builder. The **School** District may then undertake negotiations with the second highest ranked design-builder and may enter into a design-build contract after negotiations. If the **School** District is unable to negotiate a satisfactory contract with the second highest ranked design-builder, the **School** District may undertake negotiations with the third highest ranked design-builder, if any, and may enter into a design-build contract after negotiations.
4. Requirement of Execution of Written Contract. No contractual rights shall be created between the design-builder and the **School** District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the **School** District, and executed by all parties thereto.
5. Filing of Design-Build Contract. The **School** District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the department.

6. Unsuccessful Negotiations with Design-Build Candidates. If the ~~School~~ District is unable to negotiate a satisfactory contract with any of the ranked design-builders, the ~~School~~ District may either revise the Request for Proposals and solicit new proposals or cancel the Request for Proposals process.
7. Modification of Design-Build Contract. A design-build contract may be conditioned upon later refinements in scope and price and may permit the ~~School~~ District in agreement with the design-builder to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Design-Build Contract - ~~Protest Relation to Solicitation.~~

1. A design-builder seeking to protest the policies adopted by the Board of Education pursuant to the Act, and the form or content of the Request for Letters of Interest, or the form or content of the Request for Proposals promulgated by the ~~School~~ District, or the notice of the Request for Letters of Interest or the Request for Proposals, or any prequalification or pre-proposal process or procedures, must file such protest within fourteen calendar days from the date of the publication of the notice of the letters of interest or Request for Proposals, as the case may be.
2. A design-builder candidate seeking to protest the letters of interest or proposal opening process used by the ~~School~~ District must file such protest within seven calendar days from the date of the letters of interest or proposal opening, as the case may be.
3. A design-builder candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the design-builder candidates must file such protest within seven calendar days from the date the selection committee makes its recommendation to the Board of Education, or the Board of Education's acceptance of the recommendation of the selection committee.
4. Negotiation or Execution of Design-Build Contract. A design-builder candidate seeking to protest the process and procedures used by the ~~School~~ District in the negotiation or execution of the design-build contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the design-build contract.
5. Form and Filing of Protests. All protests under this subparagraph shall be filed with the Office of the Superintendent ~~of Schools~~ during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail, or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not

be accepted. Protests shall be public records and shall not be considered proprietary and confidential.

6. Action on Protests. The Board of Education shall take action on any protest filed pursuant to ~~subparagraph A and B~~ the above paragraphs within ~~sixty-five~~ forty-five days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

Procedures for the Evaluation of Construction Under the Design-Build Contract by the Performance-Criteria Developer to Determine Adherence to the Performance Criteria

The performance-criteria developer shall be the ~~School~~ District's representative for purposes of evaluating the design and construction under the design-build contract to determine adherence by the design-builder to the project performance criteria established for the project. The procedures to be followed by the ~~School~~ District, performance-criteria developer, and the design-builder for purposes of such evaluation shall be as follows:

1. The performance-criteria developer shall review and evaluate the construction methods and materials, including any shop drawings and submittals, used by the design-builder to determine adherence with the project performance criteria.
2. The performance-criteria developer shall be a representative of and shall advise and consult with the ~~School~~ District during the performance of the design-build contract by the design-builder. The performance-criteria developer shall have authority to act on behalf of the ~~School~~ District with regard to any issue arising regarding the performance of the design-build contract by the design-builder. The design-builder shall provide the performance-criteria developer with copies of all construction documents, including, but not limited to, all plans and specifications, shop drawings, requests for information from contractors, and warranties for equipment and materials.
3. The performance-criteria developer, as a representative of the ~~School~~ District shall visit the site at intervals appropriate to the stage of the design-builder contractor's operations, when services are needed or necessary, or as otherwise directed by the ~~School~~ District to:
  - a. Become familiar with and to keep the ~~School~~ District informed about the progress and quality of the portion of the work completed;
  - b. Guard the ~~School~~ District against defects and deficiencies in the work; and,
  - c. Determine, in general, if the work is being performed in a manner establishing that the work, when fully completed, will be in accordance with the performance criteria for the project.
4. The performance-criteria developer shall be responsible for the performance-criteria developer's negligent acts or omissions and those of the performance-criteria developer's personnel providing services, but shall not have control over or charge of and shall not be responsible for acts or omissions of the design-builder, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work.

5. The performance-criteria developer shall at all times have access to the work wherever it is in preparation or progress.
6. The ~~School~~ District shall endeavor to communicate with the design-builder through or in conjunction with the performance-criteria developer about matters arising out of or relating to the project.
7. Upon issuance by the design-builder of a certificate of substantial completion, the performance-criteria developer shall conduct a final inspection and evaluation of the project to confirm that all components of the work have been completed in accordance with the performance criteria established for the project.

#### Terms Defined

- Design-Build Contract. ~~means~~ A contract developed under the terms and conditions of this policy which is subject to qualification-based selection between the ~~School~~ District and a design-builder to furnish:
  - Architectural, engineering, and related design services for a construction project pursuant to the Act; and,
  - Labor, materials, supplies, equipment, and construction services for a construction project pursuant to the Act.
- Design-Builder. ~~means~~ The legal entity which proposes to enter into a design-build contract pursuant to the Act and this policy.
- Letter of Interest. ~~means~~ A statement indicating interest to enter into a design-build contract for a project pursuant to the Act and this policy.
- Performance-Criteria Developer. ~~means~~ Any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act ~~Neb. Rev. Stat. §§ 81-3401 et seq.,~~ who is selected by the ~~School~~ District to assist the ~~School~~ District in the development of construction project performance criteria, Requests for Proposals, evaluation of proposals, evaluation of the construction under a design-build contract to determine adherence to the project performance criteria, and any additional services requested by the ~~School~~ District to represent its interests in relation to a construction project.
- Project Performance Criteria. ~~means~~ The performance requirements of the construction project suitable to allow the design-builder to make a proposal. Performance requirements include the following, if required by the construction project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the construction project.

- Proposal. **means** An offer in response to a Request for Proposals by a design-builder to enter into a design-build contract for a **School** District construction project pursuant to the Act and this policy.
- Qualification-Based Selection Process. **means** A process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the **School** District construction project.
- Request for Letters of Interest. **means** The documentation or publication by which the **School** District solicits letters of interest.
- Request for Proposals. **means** The documentation by which the **School** District solicits design-builder proposals.

Legal Reference:      Neb. Rev. Stat. § 13-2901 et seq.  
                              Neb. Rev. Stat. § 81-1700 et seq.  
                              Neb. Rev. Stat. § 81-3401 et seq.  
                              Neb. Rev. Stat. § 84-712

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New Construction and Improvements to the Existing BuildingsConstruction Management at Risk ~~under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat §§ 13-2901, et. seq.~~Introduction

The ~~School~~ District is authorized to enter into construction management at risk contracts for ~~School~~ district construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. §§ 13-2901 et seq. (the “Act”). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a construction management at risk contract and the general terms of such contract.

Board Selection of Construction Manager at Risk Method, and Process and Direction to Prepare Request for Proposals

The Board of Education of the ~~School~~ District shall adopt a resolution to select the construction manager under the Act as the method and process of construction delivery of the specific project and authorize and direct the ~~School~~ District administration in conjunction with the architecture or engineering firm retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds of the Board of Education.

Duties of Architect and/or Engineer for the Project

Prior to proceeding with any ~~School~~ district construction project using the construction manager method under the Act, the ~~School~~ District shall retain the services of an architect and/or engineer, pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. §§ 81-3401 et seq., for such construction project, to provide design services including the preparation of plans, specifications, and estimates, and observe construction. Additionally, such architect and/or engineer services shall include assistance, consultation, and participation in preparing the Request for Proposals, evaluation of proposals received for the construction manager position, and participation on the selection committee for the construction manager provided for in the Act and this policy.

Procedures for the Preparation and Content of Request for Proposals

The ~~School~~ District shall prepare the Request for Proposals for the position of construction manager under the Act and in accordance with this section. At least thirty days prior to the deadline for receiving and opening proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the ~~School~~ District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

1. The notice of the Request for Proposals;
2. An invitation to submit proposals. Such invitation shall:
  - a. **Identifying** Identify the ~~School~~ District as the project owner;
  - b. Contain the day and hour upon which such proposals are due and shall be received;
  - c. **State** that proposals shall be sealed;
  - d. **State that** proposals shall not be opened until expiration of the time allowed for submitting proposals; and,

- e. **State** the hour at which such proposals shall opened in the presence of the proposers, or representatives of the proposers.
3. These policies adopted by the **School** District;
4. General information about the project which will assist the **School** District in its selection of the construction manager;
5. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget;
6. Instructions to prospective construction manager firms, which shall state that the following requirements, at a minimum, must be contained any submitted proposal:
  - a. A description of the construction manager's project team and organization of such team;
  - b. Fee proposal, if required by the **School** District as part of the Request for Proposals;
  - c. A description of the limitations, if any, on expenses to be reimbursed; and,
  - d. Proof of insurance coverage and bonding required by law and the construction manager at risk contract.
7. Information of pre-proposal conference, if any required, and attendance requirements at such conference;
8. Proposal procedures, including:
  - a. Questions and clarification or interpretations of the proposal documents;
  - b. Method of handling addenda to proposal documents;
  - c. Procedure for modification or withdrawal of proposals; and,
  - d. Proposal due date and opening including date, time, location, and methods of submittal of proposals.
9. Evaluation procedure, including the criteria for evaluation of proposals, the relative weight of each criterion, the interview process, the contract negotiation process, and the contract execution process;
10. The proposed agreement between the **School** District and the construction manager, including general conditions of the contract for construction where the construction manager is at risk. Such agreement may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
11. Payment and performance bonds and guaranteed maximum price bond requirements for the construction manager;
12. Insurance requirements, which shall provide that the construction manager shall purchase from and maintain in a company or companies lawfully authorized to do business in the state of Nebraska such insurance as will protect the construction manager from claims which may arise out of or result from the construction manager's operations under the contract and for which the construction manager may be legally liable, whether such operations be by the construction manager or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable;
13. Special notice requirements, if any, which may include but not limited to the following:
  - a. This project is being conducted under, and is subject to, the provisions of the Political Subdivisions Construction Alternatives Act, Neb. Reb. Stat. §§ 13-2901 et. seq.;
  - b. This **School** District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, ~~including women and minorities~~, for

architectural and engineering services and for contractor services. The ~~School~~ District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of race, color, national origin, religion, marital status, sex, age, disability, or sexual orientation. The ~~School~~ District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that they:

- i. Are an equal opportunity employer;
    - ii. Actively recruit a well-qualified and diverse group of employees and subcontractors, ~~including women and minorities~~; and,
    - iii. If selected, will actively continue and implement this policy throughout any awarded public work.
  - c. By submitting a proposal, each proposer agrees to waive any claim it has, or may have, against the ~~School~~ District and the architects retained by the ~~School~~ District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents; or the contract documents; acceptance or rejection of any proposals; and award of the contract;
  - d. The ~~School~~ District reserves the right to:
    - i. Terminate the proposal process at any time;
    - ii. Reject any or all proposals; and,
    - iii. Waive formalities and minor irregularities in the proposals received.
  - e. The ~~School~~ District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the ~~School~~ District to be necessary for the successful performance of the contract; and,
  - f. The proposing firm's signature on the proposal is the proposing firm's guarantee that the content of the proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the ~~School~~ District from obtaining the lowest competitive price.
14. Other information, which may include the following:
- a. A description of the general scope of services to be provided by the construction manager;
  - b. Project financing phase informational services, if any;
  - c. Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.
  - d. Cost estimation and preliminary guaranteed maximum price submittals to the ~~School~~ District;
  - e. Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package,

- review of and recommendations to the ~~School~~ District with regard to proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager; and,
- f. Preparation and submittal of guaranteed maximum price for the project(s).

#### Procedures and Standards to be Used to Pre-qualify Construction Manager Candidates

The procedures and standards to be used to pre-qualify construction managers will evaluate prospective construction managers based upon the information submitted to the ~~School~~ District in response to the Request for Proposals, and an evaluation of such information by the selection committee based upon the criteria for evaluation of proposals and the relative weight to be given each criterion.

#### Procedures for Preparing and Submitting Proposals

Proposals submitted by interested construction management firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the ~~School~~ District. All proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted proposals become the property of the ~~School~~ District.

Proposals must also contain the following certification or substantially similar language: “The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.”

#### Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. §§ 13-2910 & 13-2911

The ~~School~~ District shall evaluate and rank each proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee. ~~pursuant to Neb. Rev. Stat. § 13-2911 and this section.~~

1. Referral to Selection Committee. In evaluating proposals ~~in accordance with Neb. Rev. Stat. § 13-2910~~, the ~~School~~ District shall refer the proposals for recommendation to a selection committee.
2. Make-Up of Selection Committee. The selection committee shall be a group of at least five persons designated by the ~~School~~ District. Members of the selection committee shall include at least one person from each of the following groups:
  - a. A member or members of the Board of Education;
  - b. A member or members of ~~School~~ district administration and/or staff;
  - c. A representative of the ~~School~~ District’s architect or engineer;
  - d. A person having special expertise relevant to selection of a construction manager under the Act; and,

- e. A resident of the ~~School~~ District other than an individual included in subdivisions a. through d. of this subsection.
- 3. ~~No Pecuniary Interest by Members. Members No Pecuniary Interest:~~ A member of the selection committee ~~designated under subdivision (4) or (5) of this subsection~~ shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the ~~School~~ District.
- 4. Evaluation Criterion. The selection committee and the ~~School~~ District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the construction manager to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the construction manager to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the construction manager.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the construction manager to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the construction manager with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL - The ability and resources of the construction manager to recruit qualified contractors for the project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL - The construction manager's proposed efforts schedule for the project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

- 5. Determination of Evaluation Criteria Percentage Values. The Board of Education, in the resolution adopted to select the construction manager under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that that the total percentage does not exceed 100%.
- 6. Examination of Proposals. Following the opening of the proposals, the selection committee will examine the proposals and supporting documentation submitted by all candidates. The evaluation of the construction manager for the project shall be based upon a careful and objective consideration of the proposals and the ability of each firm

submitting a proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, and local laws and regulations and ~~School~~ district policies and regulations that are applicable to the project.

7. Interviews of Candidates. To further assist the selection committee in evaluating each proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either election, determine to interview such candidate(s).
8. Recommendation of Selection Committee to Board of Education. After examining and evaluating all proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each proposal on the basis of best meeting the proposal evaluation criteria. The ~~selection~~ selection committee shall make a formal, written recommendation to the Board of Education based on highest ranking proposal. The selection committee shall provide to the Board of Education the full rankings.
9. Records of Selection Committee. The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a Board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of Neb. Rev. Stat. § 84-712.01.
10. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the proposals and supporting documentation submitted by all proposing construction manager candidates. Each proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.
11. Rejection of Proposals. The ~~School~~ District shall have the right to reject any and all proposals. The ~~School~~ District may subsequently solicit new proposals using the same or different project performance criteria.

#### Procedures for Construction Manager at Risk Contract Negotiations

1. Negotiations with Highest Ranked Construction Manager. The ~~School~~ District shall attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.

2. Negotiations with Second Highest Ranked Construction Manager. If the ~~School~~ District is unable to negotiate a satisfactory construction manager at risk contract with the highest ranked construction manager, the ~~School~~ District may terminate negotiations with that construction manager. The ~~School~~ District may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations. If the ~~School~~ District is unable to negotiate a satisfactory construction manager at risk contract with the second highest ranked construction manager, the ~~School~~ District may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
3. Requirement of Execution of Written Contract. No contractual rights shall be created between the construction manager and the ~~School~~ District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the ~~School~~ District, and executed by all parties thereto.
4. Filing of Construction Manager at Risk Contract. The ~~School~~ District shall file a copy of all construction management at risk contract with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the Department.
5. Unsuccessful Negotiations with Construction Manager Candidates. If the ~~School~~ District is unable to negotiate a satisfactory construction manager at risk contract with any of the ranked construction managers, the ~~School~~ District may either revise the Request for Proposals and solicit new proposals or cancel the Request for Proposals process.
6. Modification of Construction Manager at Risk Contract. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the ~~School~~ District in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Construction Manager at Risk Contract

Protest Relation to Solicitation:

1. A construction manager candidate seeking to protest the policies adopted by the Board of Education pursuant to the Act and the form or content of the Request for Proposals promulgated by the ~~School~~ District, or the notice of the Request for Proposals, or any pre-proposal process or procedures, must file such protest within fourteen calendar days from the date of the publication of the notice of the Request for Proposals.
2. A construction manager candidate seeking to protest the proposal opening process used by the ~~School~~ District must file such protest within seven calendar days from the date of the proposal opening.

3. A construction manager candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the construction manager candidates must file such protest within seven calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.
4. Negotiation or Execution of Construction Manager Contract. A construction manager candidate seeking to protest the process and procedures used by the ~~School~~ District in the negotiation or execution of the construction management at risk contract must file such protest within seven calendar days from the date the Board of Education takes action to approve the construction management at risk contract.
5. Form and Filing of Protests. All protests under this subparagraph shall be filed with the Office of the Superintendent ~~of Schools~~ during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.
6. Action on Protests. The Board of Education shall take action on any protest filed pursuant to ~~subparagraph A and B~~ the above ~~paragraphs~~ within forty-five days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

#### Terms Defined

- Construction Management at Risk Contract. ~~means~~ A contract developed under the terms and conditions of this policy by which a construction manager:
  - Assumes the legal responsibility to deliver a construction project within a contracted price to the ~~School~~ District;
  - Acts as a construction consultant to the ~~School~~ District during the design phase of the project when the ~~School~~ District's architect or engineer designs the project; and,
  - Is the builder during the construction phase of the project, subject to the ~~School~~ District's bidding requirements established by this policy and other ~~School~~ district policies, and the construction management at risk contract.
- Construction Manager. ~~means~~ The legal entity which proposes to enter into a construction management at risk contract pursuant to the Act and this policy.
- Proposal. ~~means~~ An offer in response to a Request for Proposals by a construction manager to enter into a construction management at risk contract for a ~~School~~ district construction project pursuant to the Act and this policy.
- Request for Proposals. ~~means~~ The documentation by which the ~~School~~ District solicits construction manager proposals.

Legal Reference: Neb. Rev. Stat. §§ 13-2901, et. seq.  
Neb. Rev. Stat. §§ 81-1701 et seq.  
Neb. Rev. Stat. § 84-712

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

~~Bylaws of the Board~~ Board Operating Procedures

General Statement

Bylaws are rules or procedures adopted by the Board to govern its internal operations. The use of such guidelines or bylaws helps the Board to comply with the responsibility and duties delegated to it by law and by the local electorate, in an efficient and effective manner.

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

~~Bylaws of the Board~~ Board Operating Procedures

Legal Description

The corporate name of this school district shall be Scotts Bluff County School District 79-0032, and shall also be known as the Scottsbluff Public Schools.

Legal Reference: [Neb. Rev. Stat. § 79-405](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ January 13, 2025

Internal Board Policies—Organization Board Operating ProceduresPurpose and Role of the Board of Education

The responsibilities of the Board of Education shall be as follows:

1. Provide a quality, comprehensive school system.
2. Confer with the Superintendent ~~of Schools~~ about recommendations for school programs.
3. Consider and adopt textbooks selected by the Superintendent ~~or the Superintendent's designee~~ and staff together with the courses of study recommended by them.
4. Set and annually review long-term written goals for the ~~school~~ District.
5. Consider and approve the annual operating budget prepared by the Superintendent ~~or the Superintendent's designee~~.
6. Consider and approve claims for expenditure.
7. ~~Be responsible to interpret the school programs to the community through a community relations program.~~
8. Represent the needs of the school system before ~~the~~ city, ~~county~~, and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the Superintendent for consideration and recommendation.
10. Serve as a body of final appeal for staff members and school patrons on matters properly appealable from orders of the Superintendent.
11. Establish and maintain policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law. Conduct an annual review of policies as and to the extent required by law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by Board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation.
13. Continuously evaluate the effectiveness of Board policies.
14. Adopt rules and regulations in cooperation with the Superintendent for governance of the school system.

15. Select the Superintendent and support the Superintendent in the efficient discharge of the Superintendent's duties.
16. Require reports from the Superintendent.
17. Evaluate the Superintendent ~~of Schools~~ in accordance with applicable state laws.
18. ~~Eleet~~ Approve school personnel upon nomination and recommendation of the Superintendent.
19. Annually elect officers of the Board and appoint auxiliary personnel as necessary.
20. ~~Distinguish between selfish, uninformed criticism and genuinely helpful criticism.~~
21. Perform specific duties ~~imposed on school boards by~~ in accordance with the statutes of the State of Nebraska.
22. Participate in local, state, and national organizations for ~~school~~ Board members.
23. Cooperate with other governmental bodies and agencies.
24. Cooperate with professional and educational organizations.

Legal Reference:   Neb. Rev. Stat. § 79-501  
                          Neb. Rev. Stat. § 79-512  
                          Neb. Rev. Stat. § 79-525  
                          Neb. Rev. Stat. § 79-526

Date of Adoption:   August 9, 2021  
Date of Revision:   **January 13, 2025**

Internal Board Policies—Organization Board Operating ProceduresDuties and Functions of the Board of Education

1. The Board of Education shall exercise full legislative control over Scottsbluff Public Schools, in accordance with the statutes of the State of Nebraska.
2. The Board of Education shall ~~elect~~ **select** a Superintendent to carry out the executive duties of Scottsbluff Public Schools. The Superintendent's appointment shall be a major item of business at the December meeting, unless the present Superintendent is on a term contract.
3. The Board of Education shall, through its legislative function, initiate questions of policy and act on the recommendations of the Superintendent **or the Superintendent's designee** in matters of policy, employee employment or dismissal, salary schedules or other personnel regulations, courses of study, selection of textbooks, and other matters pertaining to the direct welfare of the schools.
4. The Board of Education shall require reports from its ~~executive officer~~ **Superintendent** concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.
5. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska state statute.
6. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, conduct an annual review to the extent and shall republish such policies as and to the extent required by law and as deemed necessary.

Date of Adoption: August 9, 2021

**Date of Revision: January 13, 2025**

~~Bylaws of the Board~~ Board Operating Procedures

Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, a Board member has no individual authority. Individually, a Board member may not commit the District to any policy, act, or expenditure.

No individual member of the Board shall exercise any administrative responsibility with respect to the schools.

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

Bylaws of the Board Board Operating Procedures

Number of Members, Terms of Office

The Board of Education shall consist of six members elected at large by the qualified voters of the District in a manner prescribed by law under the provisions pertaining to a Class III school district in the statutes of the State of Nebraska.

The terms of office for Board members shall be four years and will begin on the first Thursday after the first Tuesday in January.

Legal Reference: [Neb. Rev. Stat. § 79-549](#)  
[Neb. Rev. Stat. § 79-550](#)  
[Neb. Rev. Stat. § 32-543](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

Bylaws of the Board Board Operating ProceduresOfficers

Members of the Board will elect from among its members a President and Vice President. There will also be an elected or appointed Secretary who does not need to be a member of the School Board. These officers shall be elected at the Board's organizational meeting in January of each year.

The Board of Education may employ a Treasurer for the District at the January meeting who shall be paid a salary from District funds within the limits permitted by law, in amounts to be fixed by the Board. A Treasurer so employed shall not be a member of the Board. A Board member serving as Treasurer shall not be compensated.

Legal Reference: [Neb. Rev. Stat. § 79-520](#)  
[Neb. Rev. Stat. § 79-590](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

Bylaws of the Board Board Operating ProceduresPresident

The duties of the Board president shall be to:

1. Preside at all meetings of the Board in accordance with Robert's Rules of Order;
2. Countersign all orders upon the school treasury for funds to be disbursed by the District;
3. Countersign all warrants of the Secretary of the county treasurer;
4. Administer the oath to the Secretary and Treasurer when so required by law; and,
5. Other duties as the law may require.

The President has the right to vote on any issue that may come before the Board. The President has the additional duty to maintain order at public meetings of the Board.

The President must appear for and on behalf of the District in all suits brought by or against the District.

The President shall appoint or provide for the election of all committees of the Board, unless otherwise directed by the Board. The President shall be kept apprised of the workings of all such committees.

The President may call special meetings of the Board.

The President shall call special meetings of the Board when requested by two or more Board members.

Legal Reference: [Neb. Rev. Stat. Sec. 79-569](#)  
[Neb. Rev. Stat. Sec. 79-570](#)  
[Neb. Rev. Stat. Sec. 79-572](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

~~Bylaws of the Board~~ Board Operating Procedures

Vice President

The Vice President shall perform the duties of the President in case of absence of the President. In the case of the absence of both the President and Vice President, the remaining members shall select a President pro tem to preside at the meeting.

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

~~Bylaws of the Board~~ Board Operating Procedures

Treasurer

The Treasurer shall be custodian of all money belonging to the District, and shall perform duties required by law or by the Board.

Legal Reference: [Neb. Rev. Stat. §§ 79-586 through 79-588](#)  
[Neb. Rev. Stat. § 79-590](#)

Date of Adoption: August 9, 2021  
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~~Bylaws of the Board~~ Board Operating Procedures

Secretary

The Secretary shall perform duties required by law and such duties as the Board and Superintendent may request. In the Secretary's absence, documents requiring the signature of the Secretary may be signed on the Secretary's behalf by the Treasurer or another Board officer as the Secretary's designee.

Legal Reference: [Neb. Rev. Stat. §§ 79-576 through 79-578](#)  
[Neb. Rev. Stat. § 79-524](#)

Date of Adoption: August 9, 2021  
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Bylaws of the Board Board Operating Procedures

Attorney

The Board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.

Legal Reference: [Neb. Rev. Stat. § 79-513](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ January 13, 2025

~~Bylaws of the Board~~ Board Operating Procedures

Auditor

The Board will have an annual independent audit of the finances of the District. The Board will contract only with state-approved auditors and their analysis and report will be in keeping with state approved or accepted standards. This annual audit will be completed by November 5 of each year.

Legal Reference: [Neb. Rev. Stat. § 79-1089](#)  
[NDE Rule 1.3.05](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

~~Bylaws of the Board~~ Board Operating Procedures

Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board members, except when such statement or action is in pursuance of specific, formal instructions from the Board.

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

Internal Board Policies—Organization Board Operating ProceduresAnnual Organizational Meeting

An organizational meeting of the Scottsbluff School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board.

1. **The Superintendent shall assume the Chair of the meeting for the purpose of electing a Board President.**
2. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary, and Treasurer and, if it is determined by the Board of Education to be needed, an ex officio Secretary and Treasurer. **and** Those elected will assume office at the organizational meeting.
3. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after 10 ballots **or \_\_\_\_\_hours** the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
4. The President shall assume the Chair immediately upon the President's election.
5. The motions for the officer elections should read: Move that \_\_\_\_\_ be elected as \_\_\_\_\_ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.
6. The order of business for meeting should be as follows:
  - a. Call to Order and Roll Call
  - b. Oath of office for Most Recently Elected
  - c. Elections:
    - i. President
    - ii. Vice President
    - iii. Treasurer
    - iv. Secretary

- d. Approval of Committees, Positions, and Designations:
    - i. Consider, Discuss and Take Action to Elect Recording Secretary to the BOE
    - ii. Consider, Discuss and Take Action to Select Legal Counsel
    - iii. **Consider, Discuss, and Take Action to Select Architect**
    - iv. Consider, Discuss and Take Action to elect Committees as Determined by the BOE
    - v. Consider, Discuss and Take Action to Select Depository Bank(s)
    - vi. Consider, Discuss and Take Action to Select District Newspaper(s) of Record
  - e. Approval of Current Board Policies and Regulations
7. Dissemination to Each Board Member of Conflict of Interest Statutes
- ~~8. Adjournment~~

Legal Reference: [Neb. Rev. Stat. § 79-564](#)  
[Neb. Rev. Stat. §§ 77-2350 and 77-2350.01](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~July 10, 2023~~ January 13, 2025

**RESOLUTION**

**RESOLVED**, that the official depository of school funds for this School District is hereby designated to be \_\_\_\_\_, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, and member \_\_\_\_\_ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_

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

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

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Scottsbluff Public Schools

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

**Attest:**

\_\_\_\_\_  
Secretary

~~Internal Board Policies—Organization~~ Board Operating Procedures~~Committee of the Whole~~ Committees and Committee FunctionsCommittee of the Whole

It shall be the policy of Scottsbluff Public Schools that the Board of Education shall take formal actions as a committee of the whole on all matters pertaining to business and educational policies of the District.

Standing Committees

It shall be the policy of Scottsbluff Public Schools that the following will be the standing committees of the Board of Education:

1. Board Curriculum and Americanism Committee
2. Board Facilities Committee
3. Board Finance Committee
4. Board Student Services Committee
5. Board Policy Committee

Negotiations Committee

It shall be the policy of Scottsbluff Public Schools that the Negotiations Committee shall consist of a Committee of the Whole.

The Board may, as needed or desired, schedule work sessions in order to provide its members and the administration with the opportunity to conduct planning, research, and thoughtful discussion without taking immediate action. The Board has the authority to hire an outside facilitator to these work sessions.

Board Curriculum and Americanism Committee

It shall be the policy of Scottsbluff Public Schools that the Board Curriculum and Americanism Committee shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this Committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law requiring a Committee on American Civics.

It shall further be the policy of Scottsbluff Public Schools that the Board Curriculum and Americanism Committee shall review all major proposals prepared by the Superintendent or the Superintendent's designee and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Board Curriculum and Americanism Committee will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Temporary Committees

It shall be the policy of Scottsbluff Public Schools that in addition to the appointment of standing committees, the President of the Board of Education or the full Board may appoint such temporary committees as are deemed necessary.

Temporary committees shall serve at the pleasure of the President of the Board of Education or of a majority of the members of the Board of Education, but in general the duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

Legal Reference:     Neb. Rev. Stat. § 79-520  
                              Neb. Rev. Stat. § 79-724  
                              LB 399 (2019)

Date of Adoption:     August 9, 2021  
Date of Revision:     January 13, 2025

Internal Board Policies – Organization

Standing Committees

It shall be the policy of Scottsbluff Public Schools that the following will be the standing committees of the Board of Education:

1. ~~Board Curriculum and Americanism Committee~~
2. ~~Board Facilities Committee~~
3. ~~Board Finance Committee~~
4. ~~Board Student Services Committee~~

Legal Reference: ~~Neb. Rev. Stat. § 79-724~~  
~~Neb. Rev. Stat. § 79-520~~

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

Internal Board Policies

Negotiations

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~~The board may, as needed or desired, schedule work sessions in order to provide its members and the administration with the opportunity to conduct planning, research, and thoughtful discussion without taking immediate action. The board has the authority to hire an outside facilitator to these work sessions.~~

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

Internal Board Policies – Organization

~~Board Curriculum and Americanism Committee~~

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~~Legal Reference: Neb. Rev. Stat. § 79-724  
Neb. Rev. Stat. § 79-520  
LB 399 (2019)~~

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

Internal Board Policies – Organization

Temporary Committees

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~~Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.~~

~~Legal Reference: Neb. Rev. Stat. § 79-520~~

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

Internal Board Policies – Board Members Board Operating Procedures

Retirement

It shall be the policy of Scottsbluff Public Schools that retiring members of the Board of Education shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is retiring from service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the retiring Board member.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

Internal Board Policies – Board Members Board Operating ProceduresBoard Member Liability

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Nebraska and the members of the ~~school~~ District community. In carrying out the duties and responsibilities of their office, Board members shall act in good faith.

The ~~School~~ District shall defend, save harmless, and indemnify Board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the ~~school~~ District shall not save harmless or indemnify Board members ~~for~~ from punitive damages.

Legal Reference: [Neb. Rev. Stat. § 79-516](#)

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

Board Operating ProceduresOrientation for Newly-Elected or Appointed Board Members

The Board of Education and staff members shall assist each newly-elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end, the following steps shall be taken:

1. The newly-elected members shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of the Nebraska laws, and information on the responsibility of a Board member.
2. The newly-elected members shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The Secretary to the Board of Education shall supply materials pertinent to the meetings and the Superintendent shall explain the use of such materials.
4. The newly-elected members shall be invited to meet with the Superintendent and other district administrators to discuss their area of responsibility as defined by the Board of Education.
5. Any other material deemed helpful shall be made available upon request.

Date of Adoption: January 13, 2025

Internal Board Policies – Board Members Board Operating ProceduresPolicy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and MeetingsBoard Member Development Opportunities

~~The~~ Board members may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The Board shall encourage its members to attend training and development programs with the purpose of improving members' leadership skills, increasing their knowledge of educational issues, and better representing the interests of the ~~school~~ District.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, training programs, official functions, hearing, meetings, and conventions held by district, state, and national school board associations;
2. District-sponsored training sessions for Board members; and,
3. Subscriptions to publications addressed to the concerns of Board members.

Board members are specifically authorized to attend in-state functions which are sponsored by this district, the Nebraska Association of School Boards, the Greater Nebraska Schools Association, and similar organizations at district expense without specific action by the Board of Education. In addition, Board members are authorized to attend out of state functions sponsored by these organizations and the National School Boards Association at district expense upon specific prior approval of the Board of Education.

Membership 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](#)

Date of Adoption: August 9, 2021

Date of Revision: January 13, 2025

Internal Board Policies – Board Members Board Operating Procedures

Reimbursement and ~~Misc. Miscellaneous~~ Expenditures (~~Reimbursable Expenses~~)

Board members, employees, or volunteers of the ~~school~~ District are expected to maintain effectiveness by being well-informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are necessary to perform required duties, sponsored by the ~~school~~ District or state and national educational organizations or which are otherwise in the best interests of the ~~school~~ District as follows:

1. Board members are specifically authorized to attend in-state functions which are sponsored by this district, the Nebraska Association of School Boards, the Greater Nebraska Schools Association, and similar organizations at district expense without specific action by the Board of Education. The ~~school~~ District shall pay the registration costs, tuition costs, fees, or charges for such functions along with actual travel expenses, ~~if travel is by commercial or charter means~~, or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable federal rates. In addition, Board members are authorized to attend out of state functions sponsored by these organizations and the National School Boards Association at district expense upon specific prior approval of the Board of Education.
2. ~~Board members as a result of this policy are hereby given prior approval by the school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such in-state functions without additional or further approval by the school Board unless otherwise so determined and~~
3. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or ~~the Superintendent's~~ designee and the ~~school~~ District shall pay registration costs, tuition costs, fees, or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to federal rates.

Payment or reimbursement for expenses incurred by Board members, employees, or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

Since it is hereby determined to be important and in the best interest of the ~~school~~ District to recognize service by Board members, employees and volunteers, the ~~school~~ Board hereby authorizes the President ~~or~~ Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers, or other items of value should be granted provided that no such plaque, certificate, flowers, or other item of value to be awarded shall cost ~~no~~ more than \$100.00 ~~annually per person~~.

~~School~~ Board members are not paid members and when appropriate because of the timing, length, or other factors, ~~sandwiches or~~ meals may be provided to ~~School~~ Board members,

employees, and volunteers attending hearings, meetings, staff development programs, or in other appropriate or necessary situations. ~~public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.~~

~~That~~ Non-alcoholic beverages, ~~cookies, or other similar items may~~ and meals may be provided to individuals attending public meetings, private meetings, discussions, or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of the ~~school~~ District.

Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations or during or immediately following their participation in any activity approved by the ~~School~~ Board.

In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees, or volunteers provided the maximum cost per person, ~~which is hereby established for such dinner~~ shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the ~~School~~ Board to the designated officials so indicated herein.

Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: [Neb. Rev. Stat. §§ 13-2201 to 13-2204](#)  
[Neb. Rev. Stat. § 79-546](#)

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

Internal Board Policies/Personnel Board Operating ProceduresUse of Public Resources by Board Members and EmployeesRestrictions on Use

No Board member or employee of Scottsbluff Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of **school** district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources 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. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use:

1. Interferes with the conduct of school business;
2. Interferes with the performance of the employee's duties and responsibilities;
3. Is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device;
4. Is contrary to a supervisor's directive; or,
5. The use is for the employee's personal financial gain or potential for personal financial gain.

Incidental or De Minimis Use. Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation. Use of school resources for personal purposes is authorized by this policy if:

1. The use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and,
2. The personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles. Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a ~~school~~ district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, ~~however,~~ when students are in the vehicle or if the vehicle is a school bus.

Communication Devices. A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the ~~school~~ District for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long-distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the ~~School~~ District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the ~~Internet Usage Policy E-Rate program~~, which restricts use of the internet system to "educational purposes."

Election Issues. A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the ~~School~~ Board in determining the effect of a ballot question on the ~~School~~ District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the ~~School~~ District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The ~~School~~ Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the ~~School~~ District unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: [Neb. Rev. Stat. §§ 49-14,101.01 and 49-14,101.02](#)

Date of Adoption: August 9, 2021

Date of Revision: January 13, 2025

Internal Board Policies – Board Members

Membership 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: June 10, 2024~~

~~Internal Board Policies – Board Members~~ Board Operating Procedures~~Conflict of Interest/Contracts~~ Conflict of InterestContracts

It shall be the policy of Scottsbluff Public Schools that any contract whether oral or written, formal or informal, which is entered into by the ~~school~~ District and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure, and abstention requirements are met. The ~~school~~ District is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract;
2. The affected Board member does not participate in consideration or discussion of the contract;
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter; and,
4. The Board member does not in any way participate in the inspection, operation, administration, or performance under the contract on the part of the District.

It shall further be the policy of Scottsbluff Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

~~Employment of Family Member of Board Member or Supervisor and Employment of Board Member~~

~~A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:~~

- ~~1. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);~~
- ~~2. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,~~
- ~~3. The Board of Education approves the employment or supervisory position.~~

~~No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the ~~School~~ District:~~

- ~~1. Without first having made a reasonable solicitation and consideration of applications for such employment;~~
- ~~2. Who is not qualified for and able to perform the duties of the position;~~
- ~~3. For any unreasonably high salary; and,~~
- ~~4. Who is not required to perform the duties of the position.~~

Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the ~~School~~-District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator, or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

A member of the Board of Education may not have a contract to teach or be an administrator for the Scottsbluff Public School District.

No member of the Board of Education shall cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

#### Conflict of Interest Other Than Contracts or Employment

Members of the Board of Education of the ~~School~~ District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

1. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
2. Deliver a copy of the statement to the Nebraska Accountability and Disclosure Commission and to the Secretary of the Board of Education, who shall enter the statement into the public records of the ~~School~~ District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a ~~School~~ district-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of the ~~School~~ District.

**INTERNAL BOARD POLICIES  
BOARD OPERATING PROCEDURES**

The Superintendent or the Superintendent's designee, shall provide:

1. Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes; and,
2. When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: [Neb. Rev. Stat. § 49-1425](#)  
[Neb. Rev. Stat. § 49-14,101 through 49-14,103.01](#)  
[Neb. Rev. Stat. §§ 49-1499.04 through 49-1499.05](#)  
[Neb. Rev. Stat. § 79-544](#)  
[Neb. Rev. Stat. § 79-818](#)

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

Internal Board Policies

Conflict of Interest – Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. ~~A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
 
  - a. ~~He or she does not abuse his or her official position (for this purpose, "abuse" means employing an immediate family member who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);~~
  - b. ~~He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,~~
  - c. ~~The Board of Education approves the employment or supervisory position.~~~~
2. ~~No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
 
  - a. ~~Without first having made a reasonable solicitation and consideration of applications for such employment.~~
  - b. ~~Who is not qualified for and able to perform the duties of the position.~~
  - c. ~~For any unreasonably high salary.~~
  - d. ~~Who is not required to perform the duties of the position.~~~~
3. ~~Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.~~
4. ~~This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.~~
5. ~~A member of the Board of Education may not have a contract to teach or be an administrator for the Scottsbluff Public School District.~~
6. ~~No member of the Board of Education shall cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.~~

Legal Reference: ~~Neb. Rev. Stat. §§ 49-1499.04 through 49-1499.05~~  
~~Neb. Rev. Stat. § 79-544~~  
~~Neb. Rev. Stat. § 79-818~~

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

Internal Board Policies

Conflict of Interest - Other Than Contracts or Employment

1. ~~Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:~~

- ~~a. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,~~
- ~~b. Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.~~

~~The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.~~

2. ~~The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.~~

3. ~~Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.~~

4. ~~The Superintendent, or designee, shall provide:~~

a. ~~Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.~~

b. ~~When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.~~

5. ~~For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax~~

~~purposes:~~

~~Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103;  
§ 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04;  
§ 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.~~

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

Internal Board Policies – Board Members Board Operating ProceduresReporting Procedures

It shall be the policy of Scottsbluff Public Schools that any ~~school~~ Board member who has a direct or indirect interest in a formal contract entered into with Scottsbluff Public Schools, or an open account, shall provide the Superintendent ~~of schools~~ with the following:

1. Names of the contracting parties;
2. Nature of the interest of the ~~school~~ Board member;
3. Date that the contract was approved by the ~~school~~ Board;
4. Amount of the contract; ~~and,~~
5. Basic terms of the contract.

The above information shall be provided to the Superintendent ~~of schools~~ no later than ~~ten~~ 10 days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five years from the date of the last day in office of the ~~school~~ Board member. The ledger kept by the Superintendent ~~of schools~~ shall be available for public inspection during the normal working hours.

It shall further be the policy of Scottsbluff Public Schools that in the case of open accounts, the above information shall be filed within ~~ten~~ 10 days after the account is opened and thereafter the interested officer shall file a revision to the statement within ~~ten~~ 10 days of each payment on the account specifying the date and amount of the payment.

Legal Reference: [Neb. Rev. Stat. § 49-14,103.02](#)

Date of Adoption: August 9, 2021

Date of Revision: January 13, 2025

Internal Board Policies – Board Members Board Operating ProceduresCode of Ethics

It shall be the policy of Scottsbluff Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the Scottsbluff School District, each Board member will recognize:
  - a. That he or she has been entrusted with the educational development of the children and youth of the District;
  - b. That the District expects that the first and greatest concern of a ~~school~~ Board member will be the best interest of each and every one of the young people enrolled in the District's schools;
  - c. That the future welfare of this district, of this state, and of our nation depends in the largest measure upon the quality of education provided in Scottsbluff Public Schools to meet the needs of every learner;
  - d. That members of the Board of Education must collectively take the initiative in helping all the people in this district to have updated, accurate information about the public school system, and to provide the finest possible school programs, school staff, and school facilities;
  - e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the Scottsbluff **Public School** District; **and**,
  - f. That a ~~school~~ Board member must never neglect his or her personal obligation to the District and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each ~~school~~ Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.
  
2. In view of the foregoing consideration, it must be the constant endeavor of each ~~school~~ Board member:
  - a. To devote time, thought, and study to the duties and responsibilities of a ~~school~~ Board member so that he/she may render effective and creditable service;
  - b. To work with fellow ~~school~~ Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in Scottsbluff Public Schools;
  - c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education;
  - d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with

~~INTERNAL BOARD POLICIES~~  
**BOARD OPERATING PROCEDURES**

- school staff members, local citizens, and all media of communication on the basis of this fact;
- e. To resist every temptation and outside pressure to use the position as a ~~school~~ Board member to benefit either oneself, immediate family, or any other individual or agency apart from the total interest of the school system;
  - f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of Scottsbluff Public Schools as it is to plan for the business of the ~~school~~ District;
  - g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent ~~of Schools~~ and the professional and non-professional staff members who are employed to work with the Superintendent ~~of Schools~~;
  - h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in Scottsbluff Public Schools with respect to the establishment of policy on current school operation and proposed future developments; ~~and~~,
  - i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its district, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

~~Internal Board Policies—Methods of Operation~~ Board Operating ProceduresMethods of Operation

It shall be the policy of Scottsbluff Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy, delegates executive supervisory and instructional authority to its employees, and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent and professional and non-professional staff elected to work with the Superintendent. The Superintendent, Executive Directors, Directors, and principals shall be held responsible for the effective administration and supervision of Scottsbluff Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent for study, analysis, review, and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference:     [Neb. Rev. Stat. § 79-520](#)  
                              [Neb. Rev. Stat. § 79-526](#)

Date of Adoption:     August 9, 2021  
Date of Revision:     January 13, 2025

Internal Board Policies – Methods of Operation Board Operating ProceduresFormulation, Adoption, Amendment, and Suspension of PoliciesFormulation of Policies

It shall be the policy of Scottsbluff Public Schools that the Board of Education, representing the people of the Scottsbluff School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Scottsbluff Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a ~~school~~ Board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent. **Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent or the Superintendent's designee in writing prior to a regularly scheduled Board of Education meeting in which proposed policies, amendments, or revisions thereof shall be read and discussed.**

Adoption and Amendment of Policies

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent. **Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.**

**Policies will be adopted or amended after consideration at two meetings of the Board of Education. The agenda, action, and minutes shall be marked to indicate policy matters. Only those written statements so adopted and so recorded shall be regarded as official policy.**

Suspension of Policies

**Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools, provided that the Superintendent shall report the fact and reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued by action of the Board of Education.**

Review of Policies

**Policies shall be reviewed at least every four years or at such other time periods as may be required by law.**

Article 8

**INTERNAL BOARD POLICIES  
BOARD OPERATING PROCEDURES**

Policy No. 8310

Legal Reference: [Neb. Rev. Stat. § 79-520](#)  
[Neb. Rev. Stat. § 79-554](#)

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

Internal Board Policies – Methods of Operation

Adoption, Amendment or Suspension of Policies

~~A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.~~

~~B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.~~

~~C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.~~

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

**INTERNAL BOARD POLICIES  
BOARD OPERATING PROCEDURES**

~~Internal Board Policies – Methods of Operation~~ Board Operating Procedures

Formulation, Approval, and Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement.

The Board of Education shall delegate to the Superintendent the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

~~The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.~~

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board’s judgement, be inconsistent with the policies adopted by the Board.

Legal Reference:      Neb. Rev. Stat. § 79-520  
                                  Neb. Rev. Stat. § 79-526

Date of Adoption:      August 9, 2021  
Date of Revision:      January 13, 2025

Internal Board Policies – Methods of Operation Board Operating ProceduresMeetings

The formation of **school** policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Regular Meetings

Regular scheduled meetings may be held for the purpose of conducting Board business, reviewing the school program, or for the development and discussion of policy.

The Board shall meet in regular session on the second Monday of each calendar month in the Board Room at Scottsbluff High School beginning at 6:00 PM unless otherwise designated for individual meeting by the President or Superintendent with advance notice to the members.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the District boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the State of Nebraska upon compliance with applicable laws.

Special Meetings

A special meeting of the Board may be called by the President of the Board, upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature. Special sessions may be adjourned to a definitive date and time.

Legal Reference:      Neb. Rev. Stat. § 79-554 and 79-555  
                                 Neb. Rev. Stat. § 84-1407  
                                 Neb. Rev. Stat. § 84-1411 and 84-1412

Date of Adoption:      August 9, 2021  
Date of Revision:      January 13, 2025

Internal Board Policies – Methods of Operation

Types of Meetings

Regular Meetings

~~Regular scheduled meetings may be held for the purpose of conducting board business, reviewing the school program, or for the development and discussion of policy.~~

Special Meetings

~~A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.~~

~~Legal Reference: Neb. Rev. Stat. § 79-554  
Neb. Rev. Stat. § 84-1409~~

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

~~Internal Board Policies – Methods of Operation~~ Board Operating Procedures

Designated Method of Giving Notice of Meetings

Reasonable advance publicized notice shall be given for meetings and work sessions held by the Board. The Board's designated method of giving reasonable advanced publicized notice is by posting notice of the meeting on its website at least three days prior to the meeting. The Board must also publish the notice in a newspaper. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by:

1. Posting on the newspaper's website, if available; and,
2. Posting such notice in conspicuous public places in the District. The Board Secretary shall keep a written record of such postings. Public notice shall indicate the time, place, and date of the Board meetings.

The notice shall include a statement that the agenda, which shall be kept continually current, shall be readily available ~~for at the~~ District ~~administration~~ Office during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as notified of the emergency meeting.

It shall be the responsibility of the Board Secretary to give public notice of Board meetings and work sessions. The Secretary shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference:     [Neb. Rev. Stat. § 79-554](#)  
                               [Neb. Rev. Stat. § 79-555](#)  
                               [Neb. Rev. Stat. § 84-1411](#)

Date of Adoption:     August 9, 2021  
 Date of Revision:     ~~July 8, 2024~~ January 13, 2025

**INTERNAL BOARD POLICIES  
BOARD OPERATING PROCEDURES**

~~Internal Board Policies – Methods of Operation~~ Board Operating Procedures

Agenda Construction and Control

Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.

Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection on the District’s website and at the office of the Superintendent ~~of Schools~~ of the Scottsbluff Public School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The ~~School~~ Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: [Neb. Rev. Stat. Sec. 84-1411](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~July 25, 2022~~ January 13, 2025

Internal Board Policies

Location of School Board Meetings

~~The traditional meeting place for Board meetings will be the Board Room at Scottsbluff High School. The President or Superintendent may designate a different meeting place for individual meetings with advance notice to the members.~~

~~All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.~~

~~Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.~~

~~Legal Reference: Neb. Rev. Stat. §§ 84-1411 and 84-1412~~

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

~~Bylaws of the Board~~ Board Operating Procedures

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be provided to the Board members on Friday or prior to each regular monthly Board meeting.

Legal Reference: [Neb. Rev. Stat. § 79-520](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ January 13, 2025

Internal Board Policies – Methods of Operation Board Operating ProceduresProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

Parliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment, and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the Board in the best possible manner.

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or oral vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the Board to be readily seen by the public.

Legal Reference:      Neb. Rev. Stat. § 79-569  
                                 Neb. Rev. Stat. § 79-520  
                                 Neb. Rev. Stat. § 84-1413

Date of Adoption:      August 9, 2021  
Date of Revision:      January 13, 2025

Internal Board Policies—Methods of Operation Board Operating ProceduresPublic 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 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. Members of the public may also speak when invited to make a presentation or when recognized by the President or chair.

For all meetings of the Board, individual speakers shall have up to five 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 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 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.

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.

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.

Legal References: [Neb. Rev. Stat. §§ 79-570 & 79-571](#)  
[Neb. Rev. Stat. §§ 84-1411 & 84-1412](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~July 8, 2024~~ January 13, 2025

Internal Board Policies – Methods of Operation Board Operating Procedures

Teacher-Administrator-Board of Education Relationships

Since it is recognized that providing a high-quality education for children is the paramount aim of Scottsbluff Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

1. The Board of Education, under law, has the final responsibility of establishing policies for the District.
2. The Superintendent and staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.

The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: August 9, 2021  
Date of Revision: January 13, 2025

Bylaws of the Board Board Operating ProceduresMinutes

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

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

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

Legal Reference: [Neb. Rev. Stat. § 79-555](#)  
[Neb. Rev. Stat. § 79-570](#)  
[Neb. Rev. Stat. § 79-577](#)  
[Neb. Rev. Stat. §§ 84-1408 to 1414](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

**BYLAWS OF THE BOARD  
BOARD OPERATING PROCEDURES**

Bylaws of the Board Board Operating Procedures

Methods of Operation/Quorum

The Board of Education shall transact business only when it is in session, has a quorum present, and minutes are kept. A majority of all members of the Board shall constitute a quorum.

Legal Reference: [Neb. Rev. Stat. § 79-554](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ January 13, 2025

Bylaws of the Board Board Operating ProceduresBoard and School District RecordsExceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the Office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent or the Superintendent's designee shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or chairperson or via notice given in the agenda. The Superintendent and the Board Secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board Secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within 10 days of the meeting reported. Policies shall be incorporated into the manual within 30 days of adoption.

Legal Reference: [Neb. Rev. Stat. §§ 84-1408 to 84-1414](#)  
[Neb. Rev. Stat. § 84-712](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 11, 2024~~ January 13, 2025

Bylaws of the Board Board Operating ProceduresOpen Sessions

Subject to the provisions of the public meeting law of the State of Nebraska and the policies of the District, the public shall have the right to attend and the right to speak at meetings of the Board, ~~when on the agenda~~, except any part thereof held in closed session, and all or any part of a meeting of the Board, except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The Board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. ~~The Board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.~~

Any person or group may attend the regular or special meeting of the Board of Education. Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against an individual employee of the District or challenge instructional materials used in the District. All such complaints, charges or challenges shall be presented to the Superintendent or the Superintendent's designee, or the Board in writing and signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent or the Superintendent's designee for investigation and report.

~~The Board is not obligated to act on any request unless the same has been submitted in writing to the Superintendent or to the President of the Board sufficiently in advance to allow the same to have been incorporated into the agenda for the meeting.~~

Legal Reference: [Neb. Rev. Stat. §§ 84-1407 through 84-1414](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ January 13, 2025

Bylaws of the Board Board Operating ProceduresClosed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as:

1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. Discussion regarding deployment of security personnel or devices;
3. Investigative proceedings regarding allegations or misconduct; or,
4. Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting.

A closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations, and bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations, and bylaws, all of said terms being interchangeable.

Legal Reference: [Neb. Rev. Stat. §§ 84-1407 to 84-1414](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~March 11, 2024~~ January 13, 2025

**Business Office**  
**Scottsbluff Public Schools**

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
David Davis, Director of Information Technology  
**Date:** January 13, 2025  
**Re:** Teacher Laptop Bid

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Scottsbluff Public Schools recently solicited bids for the purchase of 85 teacher laptop computers. These laptop computers are part of the normal computer replacement cycle and will be used to replace computers at Lake Minatare, Roosevelt, and Lincoln Heights Elementary. Current systems in these locations are over 4 years old and at the end of their useful life. The older laptop units will be repurposed if possible. Funding for this project comes from the yearly IT budget.

Bids were sent to multiple vendors with minimum hardware specifications listed. Seventeen vendors responded. After examining all bids and verifying that the computers met all bid specs, we determined the device bid by Staples Technology Solutions was the best choice and price. The top 5 bids considered are listed below.

Vendor	Brand/Model	Price Per Unit	Total Cost (Qty 85)
Staples Technology Solutions	HP ProBook 465	\$752.63	\$63,973.55
Eastern Data	HP ProBook 465	\$755.00	\$64,175.00
CDW	Lenovo Thinkpad E16	\$780.82	\$66,369.70
Southern Computer Warehouse	HP ProBook 465	\$786.16	\$66,823.60
Y&S Technologies	Lenovo Thinkpad E16	\$799.00	\$67,915.00

**Motion:** Approve awarding the bid to Staples Technology Solutions for the purchase of 85 laptop computers for a total of \$63,973.55

**Business Office**  
**Scottsbluff Public Schools**

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
 David Davis, Director of Information Technology  
**Date:** January 13, 2025  
**Re:** DALI Chromebooks

Scottsbluff Public Schools recently solicited bids for Chromebooks. These Chromebooks will be used to continue the Device Assisted Learning Initiative (DALI) 1:1 Chromebook program in the District. This refresh will be used in Grades 6-9 replacing devices that are now going on 5 years. Funding for this project comes from the General Fund.

Bids were sent to multiple vendors with specifications requested by the District and with options for a standard 11.6” screen and a 14” screen. Vendors were allowed to bid only on certain name-brand models and were asked to list any “value-added” services or features. After evaluating the results, the District has chosen to continue to use the 11.6” displays.

Multiple vendors responded with responses that only met the minimum bid specifications required. The pricing listed below is for the 11.6” models. Several bidder’s submissions were disqualified due to proposing a brand not listed in the bid or an expiration date in the Google Auto Update Policy not meeting minimum specifications.

Vendor	Chromebook Cost	Google License Cost	Zero Touch enrollment Cost	Total Unit Cost	Grand Total Quantity 1200	Note
Southern Computer Warehouse	\$194.00	\$30.00	\$3.10	\$227.10	\$272,500.00	*DQ: Google AUE
Archangel	\$170.00	\$29.79	\$3.20	\$202.99	\$243,588.00	*Not accepted brand
CDW	\$195.00	\$30.00	\$3.00	\$228.00	\$273,600.00	*DQ: Google AUE

CTL	\$253.00	\$32.00	included	\$285.00	\$342,000.00	*Not accepted brand
Trafera	\$211.00	\$32.00	\$3.00	\$246.00	\$295,200.00	*DQ: Google AUE
Dell Technologies	\$250.00	included	included	\$250.00	\$300,000.00	Includes 3-year warranty. Exceeds bid specs
Virtucom	\$240.00	\$30.00	included	\$270.00	\$324,000.00	Exceeds bid specs
Staples	\$211.73	\$30.57	\$2.82	\$245.12	\$294,144.00	Exceeds bid specs
Government Goods	\$238.00	\$30.25	\$3.50	\$271.25	\$325,500.00	Exceeds bid specs

**Motion:** Approve awarding the bid to Dell Technologies for 1200 Chromebooks for a total of \$300,000.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** January 13, 2025  
**Re:** Tuition for Non-Resident Students

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Per Board Policy 3050, the Board of Education may at its sole discretion allow non-resident students to attend Scottsbluff Public Schools upon payment of tuition in an amount established by the Board of Education. Per conversations with the Nebraska Department of Education, non-resident students will count in our formula students for the TEEOSA calculation as long as we have a contract with the resident district for the student.

Based on our 2023-2024 per pupil costs, we are recommending we charge a tuition rate of \$5,000 per year for our non-resident students. This is a \$400 decrease from the prior year. The rate was determined by the per pupil amount for property taxes that supported our students in 2023-2024 and rounding the figure. As mentioned above, these students would still count towards our formula students for purposes of TEEOSA.

**2023-2024 Per Pupil Cost:        \$16,149**

Based off our 2023-2024 data, the resources that support our per pupil cost:

Federal Grants:	\$2,021
Building & Contents:	\$1,987
State Aid:	\$5,830
Property Taxes:	\$4,956
Misc:	\$1,355

The proposed tuition will go into effect for the 2025-2026 school year. Non-resident students who do not attend SBPS full-time will have their tuition prorated based on the number of courses the student is enrolled in.

**Motion:** Approve the Tuition Rate for non-resident students per Board Policy 3050 in the amount of \$5,000 per year beginning with the 2025-2026 school year.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** January 13, 2025  
**Re:** Bear Cub Preschool Playground

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For the new Early Childhood facility, a playground will be added by the southwest portion of the building. In December, the Board approved the site work that needed to be done in order to create two playground locations next to one another. That bid did not include the playground structures or the pour-in-place around them. For the first site, we will be moving over the playground that is currently at the Stadium site, and for the second site, we will need to purchase a new playground structure. We will also need pour-in-place around both of the playgrounds.

In December, a bid was released for the purchase of a playground structure and the needed pour-in-place for both sites which was approximately 3,580 square feet. Bids were due back on December 30th and three bid proposals were received. Bids were received from Creative Sites, Dakota Playscapes, and Outdoor Recreation Products. Vendors were given a limit of \$200,000 for the project and were allowed to submit more than one proposal for consideration. Upon review of the proposals by the Early Childhood staff, the selection was made to award the bid to Dakota Playscapes. This project is required to be completed by July 25, 2025, and will be paid for out of the Building Fund with the Scottsbluff Public Schools Foundation contributing \$10,000 towards the project cost.

Creative Sites	\$200,000
Dakota Playscapes	\$200,000
Outdoor Recreation Products	\$199,998.50

**Recommendation:** Motion to approve Marianne Carlson, as a representative of the Scottsbluff Public School School District, to enter into an agreement with Dakota Playscapes to finalize the District's preschool playground design and surfacing, not to exceed \$200,000 for Bear Cub Preschool.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** January 13, 2025  
**Re:** Scottsbluff Public Schools Education Center Surplus Disposal

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Per Board Policy 3090, any sale of school property is contingent on the approval of the Board of Education. When SBPS purchased the building now known as the Scottsbluff Public Schools Education Center, several items were left behind by the previous owner. These are items that we do not have a need for and would like to proceed with selling the items via receiving offers or disposing as appropriate if offers are not received.

- Training Room Tables - 17

**Motion:** Approve the disposal of the items listed in the Board memo as presented.

# BOARD CURRICULUM AND AMERICANISM COMMITTEE

## MEETING AGENDA

### MEETING INFORMATION

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<b>Date:</b>	12/18/2024	<b>Location:</b>	District Office
<b>Time:</b>	11:30-12:30	<b>Facilitator:</b>	Mike Mason
<b>Attendees:</b> Scott Reisig, Beth Merrigan, Paul Snyder, Andrew Dick, Jadie Beam, Amanda Hadenfeldt, Jana Mason, Mike Mason, Bree Rock, Justin Shaddick, Kelli Jensen, and Bert Wright			

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<b>Agenda Items</b>	<b>Additional Information</b>
1. SHS Registration Guide	<ul style="list-style-type: none"><li>The proposed changes to the 25-26 SHS Registration Guide were reviewed and discussed. <a href="#"><u>Curr &amp; Amer Mtg 12.19.24 25-26 Registration Guide</u></a></li></ul>
2. Instructional Planning Committee Update	<ul style="list-style-type: none"><li>An update from the Instructional Planning Committee was provided.</li></ul>

## Scottsbluff Public Schools Facility Committee Meeting

January 7, 2025	
Attendance:	Scott Reisig, Rob Polk, Mark Lang, Andrew Dick, Travis Rickey, Jeremy Behnke, Dave Hoxworth, and Marianne Carlson
Lake Minatare Elementary	<ul style="list-style-type: none"> <li>• Discussion of Lake Minatare</li> </ul>
Bear Cub Preschool Playground	<ul style="list-style-type: none"> <li>• Review playground bid information</li> </ul>
Misc Projects	<ul style="list-style-type: none"> <li>• Discussion of projects completed throughout the district and upcoming projects for the facility and maintenance team</li> </ul>
BOE Updates	<ul style="list-style-type: none"> <li>• Board Policies               <ul style="list-style-type: none"> <li>○ 7000 Series (2<sup>nd</sup> Reading)</li> <li>○ 8000/9000 Series Merge (2<sup>nd</sup> Reading)</li> </ul> </li> <li>• Annual Reorganization Meeting</li> <li>• Update for Strategic Priority #1</li> <li>• Tuition for 2025-2026</li> <li>• Teacher Laptops</li> <li>• Chromebooks</li> <li>• SEC Surplus Disposal</li> <li>• Elementary Boundary Lines</li> </ul>
Roundtable	<ul style="list-style-type: none"> <li>• Future Meetings will be on the Tuesday before the board meeting with noted exceptions               <ul style="list-style-type: none"> <li>○ Tuesday, February 4<sup>th</sup></li> <li>○ Tuesday, March 4<sup>th</sup></li> <li>○ Tuesday, April 8<sup>th</sup></li> <li>○ Tuesday, May 6<sup>th</sup></li> </ul> </li> </ul>

## Scottsbluff Public Schools Finance Committee Meeting

January 6, 2025	
Attendance:	Tory Schwartz, Beth Merigan, Andrew Dick, Jana Mason, Justin Shaddick, and Marianne Carlson
Lake Minatare Elementary	<ul style="list-style-type: none"> <li>• Discussion of Lake Minatare</li> </ul>
Bear Cub Preschool Playground	<ul style="list-style-type: none"> <li>• Review playground bid information</li> </ul>
BOE Updates	<ul style="list-style-type: none"> <li>• Board Policies               <ul style="list-style-type: none"> <li>○ 7000 Series (2<sup>nd</sup> Reading)</li> <li>○ 8000/9000 Series Merge (2<sup>nd</sup> Reading)</li> </ul> </li> <li>• Annual Reorganization Meeting</li> <li>• Update for Strategic Priority #1</li> <li>• Tuition for 2025-2026</li> <li>• Teacher Laptops</li> <li>• Chromebooks</li> <li>• SEC Surplus Disposal</li> <li>• Elementary Boundary Lines</li> </ul>
P-Card Expenditures and Cash Flows	<ul style="list-style-type: none"> <li>• P-Card Expenditures for November were not ready for review</li> <li>• Cash Flows as of December 31, 2024 were reviewed</li> </ul>
Roundtable	<ul style="list-style-type: none"> <li>• Future Meetings will be held on the Monday before the board meeting with noted exceptions               <ul style="list-style-type: none"> <li>○ Monday, February 3<sup>rd</sup></li> <li>○ Monday, March 3<sup>rd</sup></li> <li>○ Monday, April 7<sup>th</sup></li> <li>○ Monday, May 5<sup>th</sup></li> </ul> </li> </ul>