

July Regular Meeting
Monday, July 11, 2022 7:00 PM
Plattsmouth Administration Center

1. Call Meeting to Order-Acknowledge Open Meetings Law and Public Notice. Notice of the meeting was published in the July 7, 2022 Plattsmouth Journal and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at www.pcsd.org.
2. Roll Call: Barr, Fuller, Glup, Harvey, Muller, Siemonsma, Tesarek-Parsons, Wehrbein, Winters
 - 2.1. Motion to excuse absences
3. Public Forum: Reception of Delegates-A time limit of three minutes will be set for individual speakers on a given topic. A total time limit of thirty minutes will be set for all speakers on a given topic, with an effort to provide equal time for pros, cons, and neutral opinions.
4. Consent Agenda
 - 4.1. Agenda
 - 4.2. Minutes of the June 13, 2022 meeting
 - 4.3. Treasurer's Report
 - 4.4. Review of the Control Budget
 - 4.5. Claim and transfers in the amount of \$439,272.69
5. Administrative Reports
 - 5.1. High School Principal's Report
 - 5.2. Middle School Principal's Report
 - 5.3. Elementary Principal's Report
 - 5.4. Early Childhood Report
 - 5.5. Instructional Services Report

5.6. Special Education Report

6. Action Items

- 6.1. Discuss, consider, and take all action to approve the second reading of 1100 Community Use of School Facilities, Equipment, and Supplies as well as 1100A and 1100B.
- 6.2. Discuss, consider, and take all action to approve the final reading of Policy Series 9000 By-laws of the Board (Committee on American Civics)
- 6.3. Discuss, consider, and take all action to approve the second reading of school district annual policy updates from the Perry Law Firm.
- 6.4. Discuss, consider, and take all action to approve a pay app for Lund Ross in the amount of \$_____.
- 6.5. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Sophia R. Srivichai (5th grade) to option into PCS for the 2022-2023 school year.

7. Announcements

- 7.1. Next meeting: Monday, Aug. 8, 2022 6:30 PM Workshop 7 PM Regular Meeting

8. ADJOURNMENT. Time_____

June Regular Meeting
Monday, June 13, 2022 7:00 PM
Plattsmouth Administration Center
1912 Old Highway 34
Plattsmouth, NE 68048

Subject to
approval at the
next regularly
scheduled Board

1. Call Meeting to Order-Acknowledge Open Meetings Law and Public Notice. Notice of the meeting was published in the June 9, 2022 Plattsmouth Journal and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at www.pcsd.org.

The meeting was called to order by the President at 7:00 p.m.

2. Roll Call: Barr, Fuller, Glup, Harvey, Muller, Siemonsma, Tesarek-Parsons, Wehrbein, Winters

Muller and Winters were absent. All other Board members were present.

2.1. Motion to excuse absences

Motion to excuse the absences of Muller and Winters **passed 7-0** with a motion by Glup and a second by Fuller.

3. Public Forum: Reception of Delegates-A time limit of three minutes will be set for individual speakers on a given topic. A total time limit of thirty minutes will be set for all speakers on a given topic, with an effort to provide equal time for pros, cons, and neutral opinions.

No one addressed the Board.

4. Special Recognition

4.1. Brody Bruhn is recognized for his quick response to assist another student with a medical emergency.

4.2. Elijah Dix is recognized for earning a 6th-place medal in the 3200-meter run at the State Track Meet.

4.3. Sam Campin, Drew Iverson, Gage Olsen, and Gabe Villamonte earned All-State Honorable Mention from the Omaha World-Herald for their performance in baseball.

5. Consent Agenda

Motion passed 7-0 to approve the Consent Agenda with a motion by Glup and a second by Fuller.

5.1. Agenda

5.2. Minutes of the May 9, 2022 meeting

5.3. Treasurer's Report

5.4. Review of the Control Budget

5.5. Claim and transfers in the amount of \$984,725.79

5.6. The administration recommends the hiring of Dr. Amber Johnson (elementary school principal) for 2022-2023, Michelle Samson (0.85 FTE early childhood nurse) for 2022-2023, Lane Kelley (agriculture teacher) starting in the second semester of 2022-2023, and Chris Hudson (payroll clerk) effective June 14, 2022.

6. Administrative Reports

6.1. Superintendent's Report

6.2. High School Principal's Report

6.3. Middle School Principal's Report

6.4. Elementary Principal's Report

6.5. Early Childhood Report

7. Action Items

7.1. Discuss, consider, and take all action to approve an early graduation request for Madison R. Markham.

Motion passed 7-0 with a motion by Tesarek-Parsons and a second by Siemonsma.

7.2. Discuss, consider, and take all action to approve an early graduation request for Nataliya M. Roby.

No action taken. Student not present.

7.3. Discuss, consider, and take all action to approve an early graduation request for Jackson D. Whipple.

No action taken. Student not present.

7.4. Discuss, consider, and take all action to approve an early graduation request for Ciara Wulff.

Motion passed 7-0 with a motion by Glup and a second by Fuller.

7.5. Review the amount of money collected from students pursuant to, and the use of waivers provided in, the student fees policies of PCS for the 2022-2023 school year.

7.5.1. Hold a public hearing to discuss, consider, and receive input on a proposed student fees policy. The public will be given the opportunity to present information and opinions on a proposed student fees policy.

7.5.1.1. Open the hearing for public input regarding the student fees policy at 7:12 PM.

7.5.1.2. Close the hearing for public input regarding the student fees policy at 7:15 PM.

7.5.2. Discuss, consider, and take all action to approve the 2022-2023 Policy 5195 Student Fees and Appendix 1.

Motion passed 7-0 with a motion by Harvey and a second by Wehrbein.

7.6. Discuss, consider, and take all action to approve the final reading of Policy 5006 Option Enrollment.

Motion passed 7-0 with a motion by Wehrbein and a second by Tesarek-Parsons.

7.7. Discuss, consider, and take all action to approve the first reading of 1100 Community Use of School Facilities, Equipment, and Supplies as well as 1100A and 1100B.

Motion passed 7-0 with a motion by Fuller and a second by Glup.

7.8. Discuss, consider, and take all action to approve the second reading of Policy 9000 By-laws of the Board (Curriculum)

Motion passed 7-0 with a motion by Glup and a second by Wehrbein.

7.9. Discuss, consider, and take all action to approve the final reading of Policy 3000 Business Operations (Finance)

Motion passed 7-0 with a motion by Fuller and a second by Wehrbein.

7.10. Discuss, consider, and take all action to approve the 2022-2023 Driver Education Contract with ESU #3.

Motion passed 7-0 with a motion by Tesarek-Parsons and a second by Siemonsma.

7.11. Discuss, consider, and take all action authorizing the superintendent to sell/dispose of 11 old televisions, bookshelves, file cabinets, curriculum materials and GED items (caps, tassels, etc.).

Motion passed 7-0 with a motion by Harvey and a second by Glup.

7.12. Discuss, consider, and take all action to approve an Affidavit for PCS relative to the 2021-2022 school year.

Motion passed 7-0 with a motion by Harvey and a second by Siemonsma.

7.13. Discuss, consider, and take all action to approve the 2022-2023 PCS Budget Efficiency Plan.

Motion passed 7-0 with a motion by Fuller and a second by Glup.

7.14. Discuss, consider, and take all action to approve a consulting services agreement with First National Capital Markets.

Motion passed 7-0 with a motion by Glup and a second by Siemonsma.

7.15. Discuss, consider, and take all action to approve a math curriculum proposal from Houghton Mifflin Harcourt in the amount of \$126,297.62 to be paid with ESSER III funds.

Motion passed 7-0 with a motion by Tesarek-Parsons and a second by Glup.

7.16. Discuss, consider, and take all action to approve a high school volleyball trip request to attend the KU Volleyball Camp in Lawrence, KS from July 11, 2022 to July 13, 2022.

Motion passed 7-0 with a motion by Tesarek-Parsons and a second by Glup.

7.17. Discuss, consider, and take all action to approve a high school trip request for the junior and senior boys' basketball team to Lawrence, KS on July 20, 2022.

Motion passed 7-0 with a motion by Siemonsma and a second by Glup.

7.18. Discuss, consider, and take all action to approve a single health insurance policy for the buildings and grounds director.

Motion passed 5-2 with a motion by Siemonsma and a second by Harvey. Fuller and Tesarek-Parsons voted no.

7.19. Discuss, consider, and take all action to approve the first reading of school district annual policy updates from the Perry Law Firm.

Motion passed 7-0 with a motion by Glup and a second by Harvey.

7.20. Discuss, consider, and take all action to approve the 2022-2023 Support Staff Contract Provisions.

Motion passed 7-0 with a motion by Tesarek-Parsons and a second by Fuller.

7.21. Discuss, consider, and take all action to rescind a proposal from Woodhouse Ford in Plattsmouth to purchase four 2022 Ford Expedition XL 4X4 vehicles at a total cost of \$170,300 (\$42,575 each) with American Rescue Plan funds due to communication from Woodhouse Ford that they cannot fulfill the terms of the proposal.

Motion passed 7-0 with a motion by Harvey and a second by Siemonsma.

8. Announcements

8.1. Next meeting: Monday, July 11, 2022 6:30 PM Workshop 7 PM Regular Meeting

9. ADJOURNMENT.

Motion to adjourn at 7:39 PM **passed 7-0** with a motion by Siemonsma and a second by Fuller.

Chairperson

Superintendent

DRAFT

Robert E. Wiley Scholarship Update

June 30, 2022

BEG. VALUE 5-28-22	\$ 1,198,084.85
PLUS: INTEREST & DIVIDENDS	\$ 4,800.51
LESS: CHANGE IN VALUE	\$ 62,878.84
LESS: 1 SCHOLARSHIP PAID	\$ 3,900
LESS: FEES & CHARGES	\$ 952.74
ENDING VALUE 6-24-22	\$ 1,135,153.78

1. For the month the account decreased \$59,031.07, after expenses, or 4.92%.
2. Year to date, the account is down 14.36%, after expenses. In perspective the S & P 500 is down 17.31%, the Nasdaq is down 25.8%, International Market is down 16.97% and the Bloomberg Aggregate Bond Index is down 10.94%.
3. Several small allocation changes were made during the month.
4. See the attached market update.

CASS COUNTY SCHOOL DISTRICT #1
1912 OLD HIGHWAY 34
PLATTSMOUTH NE 68048-5676

Portfolio Summary

Total Portfolio Value

\$1,177,158.53

1 Month Ago	\$1,242,405.13
1 Year Ago	\$1,403,826.32
3 Years Ago	\$1,233,486.64
5 Years Ago	\$1,220,848.52

How we select investments

Our Research department uses a disciplined approach to make sure we're giving you a variety of choices. We only recommend investments that align with our focus on quality, work well in diversified portfolios and are compatible with our buy-and-hold philosophy. This gives you and your financial advisor a starting point for choosing investments personalized to your goals, situation and the amount of risk you're willing to take.

Walk, educate, advocate: Fighting Alzheimer's step by step

Edward Jones is in the business of building relationships. That's why we're mobilizing our colleagues, clients and communities in the fight through local Walk to End Alzheimer's® events. As the first Walk to End Alzheimer's National Presenting Sponsor, we're going to keep walking, educating and advocating until we put an end to this terrible disease. Join us and get involved at alz.org/edwardjones.

Overview of Accounts

Accounts	Account Holder	Account Number	Value 1 Year Ago	Current Value
Association Account Select	Cass County School District #1	693-12504-1-6	\$0.01	\$0.01
Association Account Select	Cass County School District #1	693-12506-1-4	\$45,299.07	\$42,004.74
Association Account Advisory Solutions Fund Model	Cass County School District #1	693-19740-1-5	\$1,358,527.24	\$1,135,153.78
Total Accounts			\$1,403,826.32	\$1,177,158.53

Although account information is provided on this page, it does not guarantee an actual statement was produced. Refer to your account statement for the exact registration and more specific details regarding each account.

Important disclosures; such as Statement of Financial Condition, Conditions that Govern Your Account, Account Safety, Errors, Complaints, Withholding, Free Credit Balance, Fair Market Value or Terminology; relating to your account(s) are available on the last page of this package or at www.edwardjones.com/statementdisclosures.

Cass County School District #1

5 ways to prevent identity theft

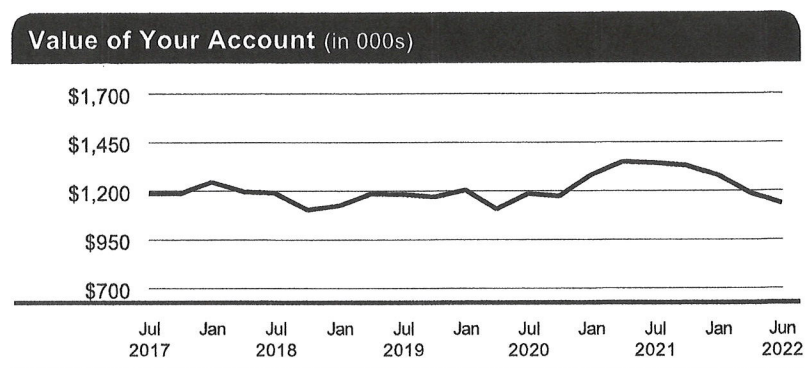
Anyone can become a target of identity theft. Follow these five tips to help protect yourself: Shred financial documents before disposing of them. Don't carry your Social Security card or write your number on a check. Never provide personal information unless you know the request is legitimate. Keep your computer security and antivirus software up to date. Finally, avoid using an obvious password.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

For more information about the Advisory Solutions program go to www.edwardjones.com/advisorybrochures.

Account Value	
\$1,135,153.78	
1 Month Ago	\$1,198,084.85
1 Year Ago	\$1,358,527.24
3 Years Ago	\$1,196,394.24
5 Years Ago	\$1,187,482.30



Value Summary		
	This Period	This Year
Beginning Value	\$1,198,084.85	\$1,335,333.87
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	-3,900.00	-7,800.00
Fees and Charges	-952.74	-5,913.37
Change In Value	-58,078.33	-186,466.72
Ending Value	\$1,135,153.78	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-9.48%	-14.36%	-12.20%	3.20%	3.91%

Performance Benchmarks

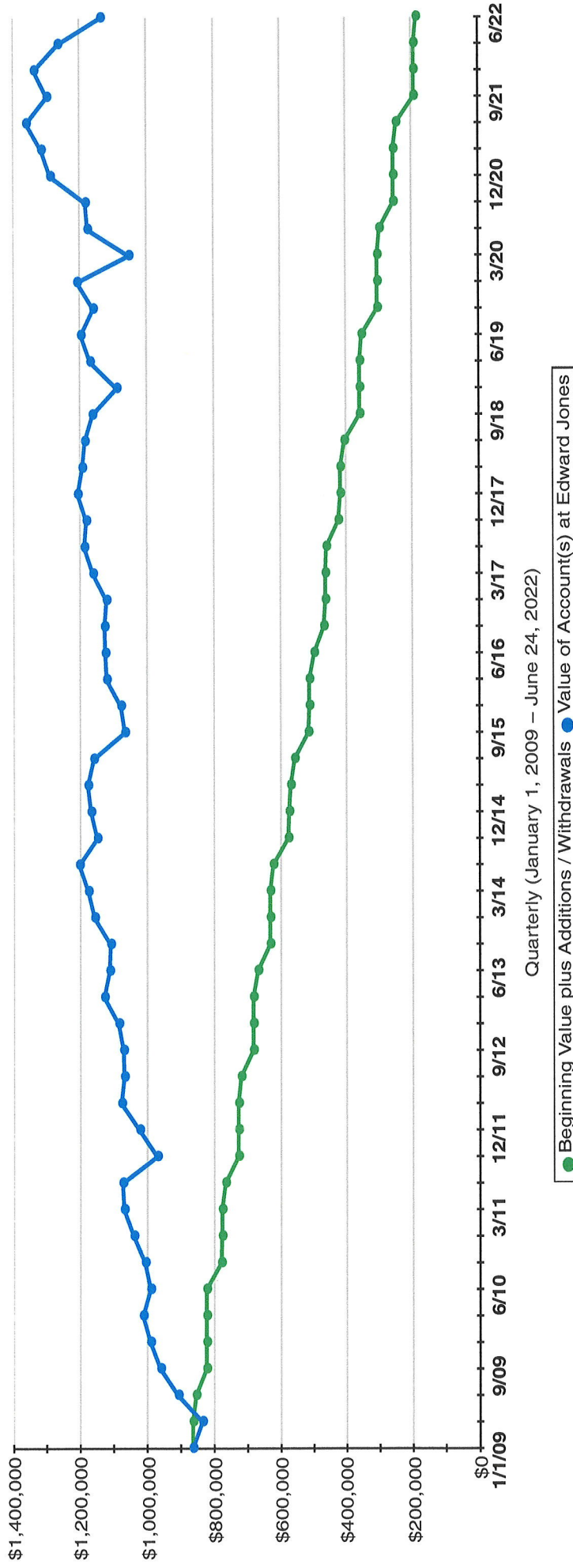
Performance Summary

Portfolio Objective: **Balanced Growth & Income**

Michael A. Schuidt
Financial Advisor

Prepared for: **WILEY SCHOLARSHIP FUND – COMBINED ACCTS**
Saving for **SCHOLARSHIPS**

This summary details the value of your account(s) at Edward Jones. It excludes information about assets held by a vendor outside of Edward Jones.



Quarterly (January 1, 2009 – June 24, 2022)

● Beginning Value plus Additions / Withdrawals ● Value of Account(s) at Edward Jones

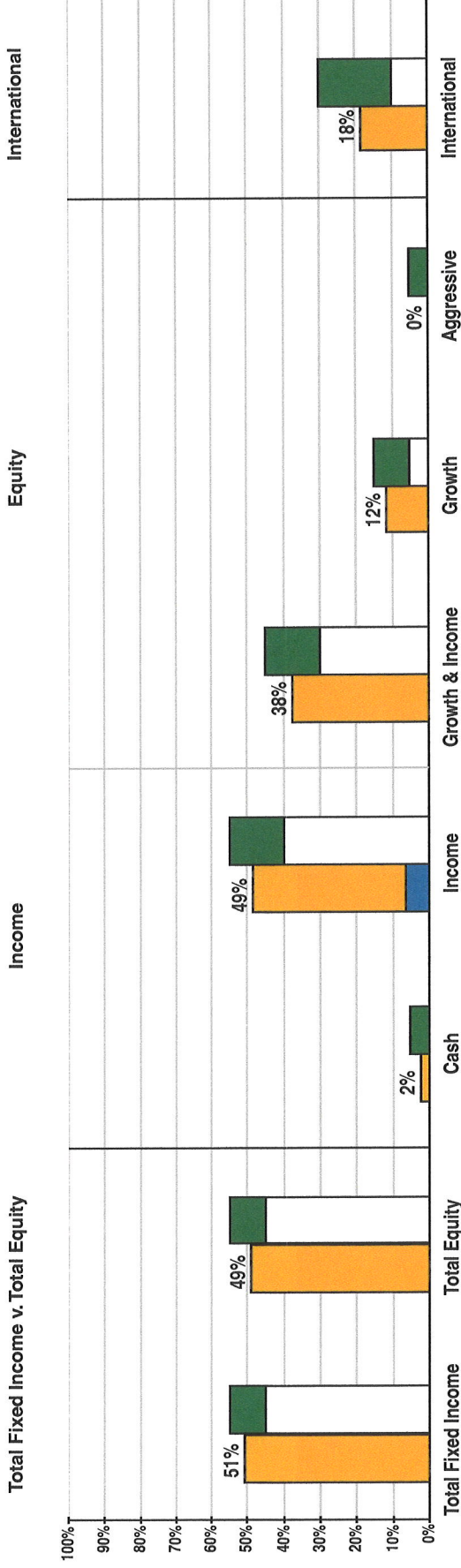
Value of Account(s) at Edward Jones	2019	2020	2021	2022	Since 01-Jan-2009
Beginning Value	\$1,089,153.70	\$1,207,286.46	\$1,286,910.79	\$1,335,333.57	\$864,350.66
Amount Added / Withdrawn	(\$54,100.00)	(\$49,000.00)	(\$63,000.00)	(\$7,800.00)	(\$680,380.93)
Return in \$	\$172,232.75	\$128,624.33	\$111,422.78	(\$192,378.69)	\$951,185.15
Ending Value	\$1,207,286.46	\$1,286,910.79	\$1,335,333.57	\$1,135,154.88	\$1,135,154.88
Your Personal Rate of Return as of Jun 24, 2022	16.15%	10.85%	8.86%	-14.36%	Annualized Return
Please refer to "Putting Your Performance into Perspective" for Important Information.					7.39%

Diversification by Investment Category

Portfolio Objective: Balanced Growth & Income

Michael A. Schuidt
Financial Advisor

Prepared for: WILEY SCHOLARSHIP FUND – COMBINED ACCTS
Saving for SCHOLARSHIPS



Investment Category	Value	Actual	Suggested Range	Recommended Target
Fixed Income				
Cash	\$23,879	2.11%	0–5%	Middle
Income	\$549,853	48.61%	40–55%	Middle
Total Fixed Income	\$573,732	50.72%	45–55%	Middle
Equity				
Growth and Income	\$424,744	37.55%	30–45%	Middle
Growth	\$132,779	11.74%	5–15%	Low
Aggressive	\$0	0.00%	0–5%	High
Total Equity	\$557,523	49.28%	45–55%	Middle
Portfolio total with unsettled trades	\$1,131,255			
International	\$206,420	18.25%	10–30%	Middle
Aggressive Income (included in Income)	\$69,433	6.14%	0–15%	Middle

The Suggested Range reflects the Edward Jones Investment Policy Committee's recommended weightings for each investment category based on your Portfolio Objective. To take advantage of timely market opportunities and risks, we also recommend specific Targets within those Suggested Ranges.

The Fed raises rates by 0.75%: Its inflation battle continues

Published June 15, 2022



Mona Mahajan

Share:



The Fed raises rates by 0.75% and improves its inflation-fighting credibility

As expected, the Federal Reserve today raised rates by 0.75%, its largest increase in 28 years, bringing the federal funds rate to around 1.50%. Of note, Fed Chair Jerome Powell highlighted in his comments that the FOMC's primary focus currently is on bringing down inflation in a "clear and convincing" manner over the next few months.

The markets welcomed this rate hike as a signal of credibility in the Fed's inflation-fighting mandate and a step in the right direction toward bringing interest rates back to more neutral territory. The S&P 500 headed higher by over 1.0% on the back of this move, while the tech-heavy Nasdaq was higher by over 2.0%. Chair Powell did note that while these outsized Fed rate hikes should not be common, he would expect next month's meeting to also bring a 0.50% or 0.75% rate hike, depending on incoming data.

Overall, the FOMC projects the fed funds rate to head toward 3.4% in 2022, which would bring rates more in line with current market expectations and push the fed funds rate to restrictive territory. While this would tighten economic conditions and increase borrowing costs for consumers and corporations, we should also see an impact on core inflation, which we would expect to moderate by year-end.

The Fed's updated projections do not indicate a pending recession, but a slowdown is likely

The Fed also released today a new set of economic projections, which, as expected, lowered growth forecasts and raised inflation forecasts for 2022, although inflation for 2023 is still expected to be lower.

A couple of key takeaways from the Fed's June projections include

- Economic growth will slow to sub-2.0%, but a recession is not in the forecast: The Fed expects the labor market to cool, with the unemployment rate climbing to 3.9% next year, and GDP growth slowing to around 1.7%. While the forecast calls for slowing economic growth, these are not consistent with recessionary conditions; and
- Inflation will peak this year before moderating over the next two years: The Fed increased its inflation forecast for this year, bringing headline PCE inflation to 5.2%. However, it expects inflation to moderate to 2.6% next year and head to 2.2% in 2024. A downward trend in inflation would allow the Fed to raise rates at a more gradual pace.

Figure 1. The Fed's updated June projections

FOMC - June Projections	2022	2023	2024
Change in real GDP	1.7	1.7	1.9
March projection	2.8	2.2	2.0
Unemployment rate	3.7	3.9	4.1
March projection	3.5	3.5	3.6
PCE inflation	5.2	2.6	2.2
March projection	4.3	2.7	2.3
Core PCE inflation	4.3	2.7	2.3
March projection	4.1	2.6	2.3
Federal funds rate	3.4	3.8	3.4
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Source: Bloomberg

The new Fed projections indicate that the economy will slow, and unemployment will climb gradually, but no recession on the horizon.

Notably, the projections also indicate that inflation will be elevated this year, but come down to 2.6% next year.

A sustainable market rally will depend on the path of inflation

Overall, we believe that with the S&P 500 down close to 20%, markets are already discounting a fair amount of pessimism around the economy. We don't, however, see markets mounting a sustainable rally until we see evidence of moderating inflation – perhaps two to three consistently lower readings. In our view, this could happen by year-end, driven in part by a cooling housing market and potentially softer labor market. While headline inflation (driven by food and energy prices) is more volatile – and less impacted by rate hikes – we believe the Fed's aggressive policy decisions will support a gradual move lower in core inflation and bring down consumer demand over time.

If inflation does moderate, this could allow the Fed to move at a more gradual pace of tightening, which will support market sentiment broadly. This process may take time, perhaps through the second half of the year, and we may continue to see market volatility in the interim. We see this potential recovery as more "U-shaped versus the speedier "V-shaped" market rebounds we have seen in recent history. However, with markets having priced in a mild downturn already, we believe the upside versus downside in markets is certainly more compelling today.

Look to remain diversified and defensively positioned for now

For long-term investors, while market sell-offs are never comfortable, they have historically provided opportunities to diversify, rebalance and ultimately add quality investments to portfolios at better prices. Historically, the time to recovery from a bear-market sell-off has been on average 23 months, but for periods of shallower economic downturns – which we believe will be the case for this cycle – this recovery time is shortened to an average of 10 months (see chart below).

And if this is in fact a nonrecessionary market correction, history is also on our side: Since 1970, the return is, on average, 17% in the six months after the market bottoms. Calling market bottoms (or tops) is notoriously difficult, but with equity-market valuations having come down nearly 25% and with a sizable amount of recession fear priced in, we are likely closer to a bottoming process today.

In this backdrop, we would continue to remain more defensively positioned for now until we see a consistent moderation in inflation. Within equities, we would favor quality large-cap positions over small-cap, with a tilt towards value sectors of the market. And within fixed income, we would favor investment-grade bonds, which now offer better income opportunities and align investors with high-quality issuers. While volatility may remain elevated this year, the silver lining for investors could be that a gradual U-shaped recovery may be underway.

Figure 2. Average bear-market downturns and recovery times

Bear Market Performance and Recovery

Bear Market Peak	Duration (months)	Performance	Trough to Recovery (months)
Aug-56	15	-22%	11
Dec-61	6	-28%	14
Feb-66	8	-22%	6
Nov-68	18	-36%	21
Jan-73	21	-48%	69
Nov-80	20	-27%	2
Aug-87	3	-34%	19
Jul-90	3	-20%	4
Mar-00	31	-49%	55
Oct-07	17	-57%	48
Feb-20	1	-32%	5
Average	13	(34%)	23
Average ex-Deep Bear Markets (>40% drawdown)	9	(28%)	10

Source: FactSet, S&P 500 Index, past performance does not guarantee future results, indexes are unmanaged and cannot be invested in directly

Mona Mahajan,
Investment Strategist

Mona Mahajan

Mona Mahajan is responsible for developing and communicating the firm's macroeconomic and financial market views. Her background includes equity and fixed income analysis, global investment strategy and portfolio management.

She regularly appears on CNBC and Bloomberg TV, and in The Wall Street Journal and Barron's.

Mona has a master's in business administration from Harvard Business School and bachelor's degrees in finance and computer science from the Wharton School and the School of Engineering at the University of Pennsylvania.

[Read Full Bio](#)

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Important Information:

This is for informational purposes only and should not be interpreted as specific investment advice. Investors should make investment decisions based on their unique investment objectives and financial situation. While the information is believed to be accurate, it is not guaranteed and is subject to change without notice.

Before investing in bonds, you should understand the risks involved, including credit risk and market risk. Bond investments are also subject to interest rate risk such that when interest rates rise, the prices of bonds can decrease, and the investor can lose principal value if the investment is sold prior to maturity.

Investors should understand the risks involved in owning investments, including interest rate risk, credit risk and market risk. The value of investments fluctuates and investors can lose some or all of their principal.

Past performance does not guarantee future results.

Market indexes are unmanaged and cannot be invested into directly and are not meant to depict an actual investment.

Diversification does not guarantee a profit or protect against loss in declining markets.

Systematic investing does not guarantee a profit or protect against loss. Investors should consider their willingness to keep investing when share prices are declining.

Dividends may be increased, decreased or eliminated at any time without notice.

Special risks are inherent in international investing, including those related to currency fluctuations and foreign political and economic events.

Market Data

DJIA 30,954.35 ↓ (-483.91)

S&P 500 3,822.37 ↓ (-77.74)

NASDAQ 11,189.68 ↓ (-334.87)

Disclosures

**PLATTSMOUTH COMMUNITY SCHOOLS
TREASURER'S REPORT
June 1, 2022**

Reconciled bank balance May 1, 2022 \$ 795,097.17

RECEIPTS:

Cass Co. Treasurer - Local taxes	3,248,541.81
Interest	893.65
Special Bldg Fund – Transfers	96,405.31
Student Fee – Transfers	28,712.45
Head Start – Transfers	88,119.02
Cafeteria receipts	2,877.32
State of Nebr. – State Aid	557,733.00
State of Nebr. – SA Sped 20-21	210,480.00
State of Nebr. – MIPS Admin Acct.	1,064.25
State of Nebr. – CACFP	7,115.54
State of Nebr. – Admin. Activities	11,287.26
State of Nebr. – Federal lunch	83,751.66
State of Nebr. – IDEA Consolidated	20,806.00
State of Nebr. – 19-20 SPED Transportation	89,186.00
U.S. Treasury - ROTC	7,640.45
Patrons – BDA	1,773.82
Patrons – PECC tuition and extended care	2,596.00
Patrons – Facility Use	450.00
Patrons – Printer Payoff	2026.00
SECC – Dual Enrollment	864.00

Total Receipts 4,462,323.54 \$ 4,462,323.54

EXPENDITURES:

Payroll	1,347,438.59
Vendor checks	396,258.59
Petty Cash checks	796.74

Total Expenditures 1,744,493.92 \$ 1,744,493.92

Reconciled bank balance May 31, 2022 \$ 3,512,926.79

Through May 31, 2022, receipts are at 77.84% of budget.
Expenditures are at 72.33% of budget.

Through May 31, 2022, 59.14% of the general fund budget was spent on instruction and instruction support, and 13.19% was spent on all other functions

HEAD START FEDERAL FUND (merged with General Fund):

Reconciled bank balance May 1, 2022	\$	5144.86
Receipts		88,119.25
Expenditures		<u>88,119.02</u>

Head Start Federal Fund balance \$ 5,145.09

TREASURER'S REPORT

June 1, 2022

PAGE 2

GENERAL FUND

Bank account balance	3,512,926.79
Nutrition Fund balance	485,433.64
Head Start	5,145.09
Head Start Incoming	88,119.02
Expected Trans to Sp. Bldg.	55,789.58
Investment – N.L.A.F.	96,907.89
Loan from Depreciation	999,500.00
Line of Credit	1,947,947.54
Loan from Special Building Fund	630,000.00
General Fund Balance	\$ 591,810.01-

NUTRITION FUND

Beginning cash balance	\$ 481,225.62
Receipts	93,744.52
Expenditures	<u>89,536.50</u>
Cafeteria Fund balance	\$ 485,433.64

FLEXIBLE BENEFIT FUND/EMPLOYEE BENEFIT

Reconciled bank balance May 1, 2022	\$ 29,660.45
Receipts	4,869.02
Expenditures	<u>3,803.00</u>
Flexible Benefit Fund balance	\$ 30,726.47

SPECIAL BUILDING FUND

Reconciled bank balance May 1, 2022	\$ 180,243.73
Receipts	10.10
Bond Expenditures	96,405.31
Bond Proceeds - draw	96,405.31
Loan Repay for bond	<u>100,000.00</u>
Special Building Fund bank balance	\$ 280,253.83
Investment in Nebr. Liquid Asset Fund	\$ 63,556.93
Bond investment in NSDLAF	\$ 276,516.10
Loan to General Fund	\$ 630,000.00

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June 1, 2022

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BOND FUND

Reconciled bank balance May 1, 2022	\$	6204.07
Receipts		364,838.77
Expenditures		<u>200,000.00</u>
Bond Fund bank balance	\$	171,042.84
Investment in NLA	\$	1,524.16

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Reconciled bank balance May 1, 2022	\$	93,230.42
Receipts		227,943.61
Expenditures	\$	<u>0.00</u>
QCPUF Fund bank balance	\$	321,174.03
Certificate of Deposit – First State Bank	\$	38,838.91

DEPRECIATION FUND

Reconciled bank balance May 1, 2022	\$	25,891.82
Receipts/loan repay		1.75
Expenditures		<u>0.00</u>
Depreciation Fund Balance	\$	25,893.57
Loan to General	\$	999,500.00

STUDENT FEE FUND

Reconciled bank balance May 1, 2022	\$	59,724.86
Receipts	\$	4047.46
Expenditures	\$	<u>28,712.45</u>
Student Fee Fund Balance	\$	35,059.87

ROBERT WILEY ESTATE

Investment Account with Edward D. Jones as of 5-27-22:

Beginning value	\$	1,188,437.06
Fees and charges	\$	956.44
Change in value	\$	13,238.70
Interest		\$1,265.53
Scholarship paid		\$3,900.00

Total \$ 1,198,084.85

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WILES SCHOLARSHIP

Investment Account with Edward D. Jones as of 5-27-22:

Beginning value	\$	43,455.77
Change in value	\$	<u>864.50</u>
Total	\$	44,320.27

DUDA SCHOLARSHIP

Investment account with Vanguard as of 5-31-22: \$ 953,921.10

GENERAL FUND balance May 31, 2020	\$	935,714.51-
GENERAL FUND balance May 31, 2021	\$	1,073,525.13-
GENERAL FUND balance May 31, 2022	\$	591,810.01-
SPECIAL BLDG FUND balance May 31, 2020	\$	165,336.66
SPECIAL BLDG FUND balance May 31, 2021	\$	140,652.56
SPECIAL BLDG FUND balance May 31, 2022	\$	280,253.83

Fund: 12 STUDENT FEES

Chart of Account Number	Chart of Account Description	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
12 704 1410	INTEREST	0.00	0.00	0.00	0.00	0.00	680.03
							*Previous Balance
							*Ending Balance:
12 704 1696	HS PARTICIPATION FEES	0.00	0.00	0.00	0.00	0.00	11,303.51
12 704 1696	HS PARTICIPATION FEES	0.00	255.00	0.00	0.00	0.00	
12 704 1696	HS PARTICIPATION FEES	0.00	255.00	0.00	0.00	0.00	255.00
							*Current Activity
							*Ending Balance:
12 704 1697	M.S. PARTICIPATION FEE	0.00	255.00	0.00	0.00	0.00	11,558.51
12 704 1697	M.S. PARTICIPATION FEE	0.00	0.00	0.00	0.00	0.00	3,797.90
12 190 151 003 1697	ADD'L COMP TO TEACHERS/PROF STAFF	420.00	0.00	0.00	0.00	0.00	
12 190 221 003 1697	SOCIAL SECURITY	32.13	0.00	0.00	0.00	0.00	
12 190 231 003 1697	RETIREMENT/TEACHERS PROF STAFF	30.88	0.00	0.00	0.00	0.00	
12 190 237 003 1697	ADD'L RETIREMENT CONTRIBUTION	10.61	0.00	0.00	0.00	0.00	
12 190 810 003 1697	MS PARTICIPATION FEES	0.00	0.00	0.00	0.00	0.00	2,217.48
12 704 1697	M.S. PARTICIPATION FEE	0.00	0.00	0.00	0.00	0.00	(2,711.10)
							*Previous Balance
							*Ending Balance:
12 704 1698	H.S. BAND RENTALS	493.62	0.00	0.00	2,217.48	0.00	1,086.80
12 704 1698	H.S. BAND RENTALS	0.00	0.00	0.00	0.00	0.00	7,185.66
12 1741 1698	H.S. BAND RENTALS	0.00	50.00	0.00	0.00	0.00	
12 190 810 001 1698	HS BAND RENTALS	0.00	0.00	0.00	7.00	0.00	43.00
12 704 1698	H.S. BAND RENTALS	0.00	0.00	0.00	0.00	0.00	7,228.66
							*Previous Balance
							*Ending Balance:
12 704 1706	MS BAND RENTALS	0.00	0.00	0.00	0.00	0.00	3,474.75
12 704 1706	MS BAND RENTALS	0.00	0.00	0.00	0.00	0.00	
12 1741 1706	M.S. BAND RENTALS	0.00	90.00	0.00	0.00	0.00	
12 190 610 003 1706	GENERAL SUPPLIES	0.00	0.00	0.00	135.00	0.00	(45.00)
12 704 1706	MS BAND RENTALS	0.00	0.00	0.00	0.00	0.00	3,429.75
							*Previous Balance
							*Ending Balance:
12 704 1708	FCS FEES	0.00	0.00	0.00	0.00	0.00	1,707.46
12 704 1708	FCS FEES	0.00	0.00	0.00	0.00	0.00	
12 1741 1708	HEALTH FEES	0.00	40.00	0.00	0.00	0.00	
12 190 610 003 1708	GENERAL SUPPLIES	141.62	0.00	0.00	900.00	0.00	(1,001.62)
12 704 1708	FCS FEES	0.00	0.00	0.00	0.00	0.00	705.84
							*Previous Balance
							*Ending Balance:
12 704 1710	H.S. ART FEES	141.62	40.00	0.00	900.00	0.00	4,972.35
12 704 1710	H.S. ART FEES	0.00	0.00	0.00	0.00	0.00	
12 1741 1710	H.S. ART FEES	0.00	25.00	0.00	0.00	0.00	

Fund: 12 STUDENT FEES

Chart of Account Number	Chart of Account Description	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
12 704 1710	H.S. ART FEES	0.00	25.00	0.00	0.00	0.00	25.00 4,997.35
	*Current Activity						
	*Ending Balance:						
12 704 1718	DRIVERS ED	0.00	0.00	0.00	0.00	0.00	(9,308.88)
12 704 1718	DRIVERS ED	0.00	0.00	0.00	0.00	0.00	
12 1741 1718	DRIVERS ED	0.00	3,150.00	0.00	0.00	0.00	3,150.00
12 704 1718	DRIVERS ED	0.00	3,150.00	0.00	0.00	0.00	(6,158.88)
	*Current Activity						
	*Ending Balance:						
12 704 1722	CASS COUNTY VBC	0.00	0.00	0.00	0.00	0.00	1,050.94
	*Previous Balance						
	*Ending Balance:						
12 704 1723	H.S. LAPTOP INSURANCE FEE	0.00	0.00	0.00	0.00	0.00	10,256.01
12 704 1723	H.S. LAPTOP INSURANCE FEE	0.00	0.00	0.00	0.00	0.00	
12 1741 1723	HS LAPTOP INS FEE	0.00	216.99	0.00	0.00	0.00	
12 2190 734 001 1723	TECHNOLOGY HARDWARE	18,386.42	0.00	0.00	0.00	0.00	(18,169.43)
12 704 1723	H.S. LAPTOP INSURANCE FEE	18,386.42	0.00	0.00	0.00	0.00	(7,913.42)
	*Current Activity						
	*Ending Balance:						
Fund Total: 12		19,021.66	3,826.99	0.00	3,259.48	0.00	16,665.58

Fund: 01 GENERAL

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	TAXED LEVIED BY SCHOOL DISTRICT	9,196,552.00	413,995.82	8,046,044.39	87.49	1,150,507.61
01 1115	CARLINE TAXES	10,000.00	0.00	8,222.06	82.22	1,777.94
01 1120	PUBLIC POWER DIST SALES TAX	185,000.00	0.00	166,617.01	90.06	18,382.99
01 1125	MOTOR VEHICLE TAX	950,000.00	70,425.72	689,969.27	72.63	260,030.73
01 1370	PRESCHOOL TUITION	50,000.00	42.79	51,841.07	103.68	(1,841.07)
01 1510	INTEREST ON INVESTMENTS	1,300.00	0.00	1,366.07	105.08	(66.07)
01 1510 0003	INTEREST ON INVESTMENTS/HD ST	0.00	0.00	1.76	0.00	(1.76)
01 1510 0004	INTEREST ON INVESTMENTS/HD ST	0.00	1.66	2.94	0.00	(2.94)
01 1800	REVENUE FR COMM SERVICE/GED/BDA	3,500.00	110.16	9,581.13	273.75	(6,081.13)
01 1910	RENTAL OF SCHOOL FACILITIES/PROPERTY	15,000.00	445.00	1,495.00	9.97	13,505.00
01 1911	LOCAL LICENSE FEES	6,000.00	0.00	5,935.00	98.92	65.00
01 1990	MISCELLANEOUS LOCAL REVENUE	54,000.00	0.00	23,154.16	42.88	30,845.84
01 1990 0003	MISC LOCAL REVENUE/HD ST	0.00	0.00	0.72	0.00	(0.72)
01 1990 0004	MISCELLANEOUS LOCAL REVENUE/HD ST	0.00	0.00	5,045.00	0.00	(5,045.00)
Subtotal: 1000		10,471,352.00	485,021.15	9,009,275.58	86.04	1,462,076.42
01 2110	COUNTY FINE & LICENSE FEES	90,000.00	11,205.33	101,951.79	113.28	(11,951.79)
01 2210	ESU RECEIPTS	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: 2000		95,000.00	11,205.33	101,951.79	107.32	(6,951.79)
01 3110	STATE AID TO DISTRICTS	5,577,327.00	557,730.00	5,577,327.00	100.00	0.00
01 3120	SPECIAL ED PROGRAMS	1,500,000.00	232,810.00	1,413,752.00	94.25	86,248.00
01 3125	SPECIAL ED TRANSPORTATION	130,000.00	0.00	89,186.00	68.60	40,814.00
01 3130	HOMESTEAD EXEMPTION	350,000.00	69,511.34	278,747.49	79.64	71,252.51
01 3131	RELIEF TO PROPERTY TAXPAYERS	466,500.00	0.00	242,338.14	51.95	224,161.86
01 3132	PERSONAL PROPERTY TAX CREDIT	500.00	0.00	242,338.14	48,467.63	(241,838.14)
01 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	8,000.00	0.00	0.00	0.00	8,000.00
01 3155	RULE 4 TEXTBOOK LOAN	15,000.00	0.00	0.00	0.00	15,000.00
01 3165	PRESCHOOL FLEX FUNDING	8,000.00	0.00	11,302.00	141.28	(3,302.00)
01 3180	PRO-RATA MOTOR VEHICLE	30,000.00	0.00	16,803.70	56.01	13,196.30
01 3400	STATE APPORTIONMENT	225,000.00	0.00	198,456.17	88.20	26,543.83
01 3535	HIGH ABILITY LEARNERS	12,750.00	0.00	11,453.00	89.83	1,297.00
01 3541	BIRTH TO 3 ENDOWMENT	87,000.00	0.00	69,589.00	79.99	17,411.00
01 3990	OTHER STATE SOURCES	20,000.00	0.00	29,266.00	146.33	(9,266.00)
Subtotal: 3000		8,430,077.00	860,051.34	8,180,558.64	97.04	249,518.36
01 4309 0003	HEAD START	0.00	0.00	506,243.17	0.00	(506,243.17)
01 4309 0004	HEAD START	1,275,300.00	88,348.40	416,156.09	32.63	859,143.91
01 4505	TITLE I ESEA	300,000.00	0.00	212,433.00	70.81	87,567.00
01 4509	TITLE II PART A	50,000.00	0.00	10,116.00	20.23	39,884.00
01 4512	IDEA POVERTY/BASE	0.00	0.00	9,634.00	0.00	(9,634.00)
01 4516	IDEA PART B (619) PRESCHOOL	18,000.00	0.00	10,156.00	56.42	7,844.00
01 4518	IDEA BASE AND E/P	492,000.00	0.00	181,874.00	36.97	310,126.00
01 4521	IDEA NON PUBLIC	20,000.00	0.00	20,806.00	104.03	(806.00)
01 4524	ROTC REIMBURSEMENT FROM DOD	80,000.00	7,640.45	77,339.36	96.67	2,660.64
01 4529	ADULT BASIC EDUCATION	0.00	0.00	2,055.74	0.00	(2,055.74)
01 4530	OTHER FEDERAL RECEIPTS	0.00	124,975.00	124,975.00	0.00	(124,975.00)
01 4531	21ST CENTURY LEARNING GRANT/MS	50,000.00	0.00	12,058.00	24.12	37,942.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	10,000.00	0.00	2,404.19	24.04	7,595.81
01 4709	MEDICAID ADM ACTIVITIES	20,000.00	0.00	30,868.37	154.34	(10,868.37)
01 4969	TITLE IV STUDENT SUPPORT	18,000.00	0.00	0.00	0.00	18,000.00
01 4995	PRESIDENTIAL DISASTER AID/ESSERS	1,700,000.00	0.00	0.00	0.00	1,700,000.00
01 4997	ESSER II	0.00	0.00	519,616.00	0.00	(519,616.00)
01 4998	ESSERS III	0.00	0.00	78,616.00	0.00	(78,616.00)
Subtotal: 4000		4,033,300.00	220,963.85	2,215,350.92	54.93	1,817,949.08
01 5300	SALE OF PROPERTY	5,000.00	0.00	0.00	0.00	5,000.00
01 5690	OTHER NON-REVENUE RECEIPTS	1,500.00	0.00	989.00	65.93	511.00

Fund: 01 GENERAL

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	Subtotal: 5000	6,500.00	0.00	989.00	15.22	5,511.00
	Fund Total:	23,036,229.00	1,577,241.67	19,508,125.93	84.68	3,528,103.07

Fund: 02 DEPRECIATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INVESTMENT INCOME	1,700.00	1.70	17.13	1.01	1,682.87
	Subtotal: 1000	1,700.00	1.70	17.13	1.01	1,682.87
02 5200	FUND TRANSFERS IN	50,000.00	0.00	0.00	0.00	50,000.00
	Subtotal: 5000	50,000.00	0.00	0.00	0.00	50,000.00
	Fund Total:	51,700.00	1.70	17.13	0.03	51,682.87

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 5200	FUND TRANSFERS IN	43,000.00	0.00	43,939.51	102.18	(939.51)
	Subtotal: 5000	43,000.00	0.00	43,939.51	102.18	(939.51)
	Fund Total:	43,000.00	0.00	43,939.51	102.18	(939.51)

Fund: 06 CAFETERIA

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	DAILY SALES	55,000.00	1,229.76	24,913.08	45.30	30,086.92
	Subtotal: 1000	55,000.00	1,229.76	24,913.08	45.30	30,086.92
06 3150	STATE REIMBURSEMENT	5,400.00	0.00	0.00	0.00	5,400.00
	Subtotal: 3000	5,400.00	0.00	0.00	0.00	5,400.00
06 4210	FEDERAL REIMBURSEMENT	595,000.00	60,680.94	877,500.69	147.48	(282,500.69)
06 4211 0005	FED REIMB/CACFP	35,000.00	4,418.49	73,001.38	208.58	(38,001.38)
	Subtotal: 4000	630,000.00	65,099.43	950,502.07	150.87	(320,502.07)
	Fund Total:	690,400.00	66,329.19	975,415.15	141.28	(285,015.15)

Fund: 07 BOND FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL TAXES	1,073,056.00	47,978.66	973,602.90	90.73	99,453.10
07 1115	CARLINE TAXES	1,300.00	0.00	991.18	76.24	308.82
07 1120	PUBLIC POWER DIST SALES TAX	20,000.00	0.00	19,298.38	96.49	701.62
07 1510	INVESTMENT INCOME	80.00	9.74	71.03	88.79	8.97
Subtotal: 1000		1,094,436.00	47,988.40	993,963.49	90.82	100,472.51
07 3130	HOMESTEAD EXEMPTION	50,000.00	8,051.14	32,285.88	64.57	17,714.12
07 3131	RELIEF TO PROPERTY TAXPAYERS	40,600.00	0.00	28,068.82	69.14	12,531.18
07 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	28,068.82	0.00	(28,068.82)
07 3180	PRO-RATA MOTOR VEHICLE	2,675.00	0.00	2,071.08	77.42	603.92
Subtotal: 3000		93,275.00	8,051.14	90,494.60	97.02	2,780.40
07 5100	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		1,187,711.00	56,039.54	1,084,458.09	91.31	103,252.91

Fund: 08 SPECIAL BLDG FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL TAXES	0.00	0.97	19.30	0.00	(19.30)
08 1510	INTEREST ON LOCAL RECEIPTS	850.00	25.53	307.00	36.12	543.00
Subtotal: 1000		850.00	26.50	326.30	38.39	523.70
08 5300	SALE OF PROPERTY	0.00	0.00	48,770.40	0.00	(48,770.40)
08 5690	OTHER NON REVENUE RECEIPTS	0.00	100,000.00	100,000.00	0.00	(100,000.00)
Subtotal: 5000		0.00	100,000.00	148,770.40	0.00	(148,770.40)
Fund Total:		850.00	100,026.50	149,096.70	17,540.79	(148,246.70)

Fund: 09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	TAXES LEVIED BY SCHOOL DISTRICT	376,319.00	16,814.52	337,026.47	89.56	39,292.53
09 1115	CARLINE TAXES	380.00	0.00	344.54	90.67	35.46
09 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	6,767.91	0.00	(6,767.91)
09 1510	INVESTMENT INCOME	400.00	0.00	135.63	33.91	264.37
Subtotal: 1000		377,099.00	16,814.52	344,274.55	91.30	32,824.45
09 3130	HOMESTEAD EXEMPTION	15,000.00	2,823.52	11,351.12	75.67	3,648.88
09 3131	RELIEF TO PROPERTY TAXPAYERS	15,921.00	0.00	19,687.34	123.66	(3,766.34)
09 3180	PRO-RATA MOTOR VEHICLE	950.00	0.00	716.50	75.42	233.50
Subtotal: 3000		31,871.00	2,823.52	31,754.96	99.64	116.04
09 5103	QUALIFIED SCHOOL CONSTRUCTION BONDS	0.00	100,000.00	100,000.00	0.00	(100,000.00)
Subtotal: 5000		0.00	100,000.00	100,000.00	0.00	(100,000.00)
Fund Total:		408,970.00	119,638.04	476,029.51	116.40	(67,059.51)

Fund: 12 STUDENT FEES

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1741 1696	H.S. PARTICIPATION FEES	11,500.00	255.00	5,297.83	46.07	6,202.17
12 1741 1697	M.S. PARTICIPATION FEES	5,000.00	0.00	3,181.29	63.63	1,818.71
12 1741 1698	H.S. BAND RENTALS	1,000.00	50.00	291.50	29.15	708.50
12 1741 1706	M.S. BAND RENTALS	1,000.00	90.00	732.12	73.21	267.88
12 1741 1708	HEALTH FEES	500.00	40.00	874.84	174.97	(374.84)
12 1741 1710	H.S. ART FEES	1,000.00	25.00	50.00	5.00	950.00
12 1741 1718	DRIVERS ED	10,000.00	3,150.00	6,305.51	63.06	3,694.49
12 1741 1723	HS LAPTOP INS FEE	10,000.00	216.99	2,814.24	28.14	7,185.76
Subtotal: 1000		40,000.00	3,826.99	19,547.33	48.87	20,452.67
Fund Total:		40,000.00	3,826.99	19,547.33	48.87	20,452.67

Revenue Summary Report
Processing Month: 06/2022

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	25,458,860.00	1,923,103.63	22,256,629.35	87.42	3,202,230.65

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
01	GENERAL						
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$7,400,974.00	\$646,390.54	\$6,083,059.53	82.51	\$1,317,914.47	\$1,294,188.54
1125	SA FLEX FUNDING	\$183,189.00	\$14,149.78	\$123,538.93	67.44	\$59,650.07	\$59,650.07
1150	LIMITED ENGLISH PROFICIENCY	\$73,000.00	\$5,039.04	\$58,128.34	79.90	\$14,871.66	\$14,674.02
1160	POVERTY PROGRAMS	\$799,892.00	\$69,595.98	\$675,556.10	84.97	\$124,335.90	\$120,205.90
1195	BAF FLEX FUNDING	\$24,146.00	\$1,580.01	\$20,883.23	86.49	\$3,262.77	\$3,262.77
1196	BAND	\$0.00	\$0.00	\$106.00	0.00	(\$106.00)	(\$106.00)
1200	SPECIAL EDUCATION PROGRAMS	\$3,087,385.00	\$273,271.91	\$2,542,058.36	82.70	\$545,326.64	\$534,189.41
1291	SPED INSTRUCTIONAL PROGRAMS 3-5	\$257,769.00	\$22,894.39	\$268,010.63	105.26	(\$10,241.63)	(\$13,554.56)
1300	SUMMER SCHOOL	\$21,537.00	\$2,187.89	\$2,187.89	10.16	\$19,349.11	\$19,349.11
2120	GUIDANCE SERVICES	\$292,286.00	\$24,275.03	\$242,738.72	83.05	\$49,547.28	\$49,547.28
2130	HEALTH SERVICES	\$92,594.00	\$10,147.48	\$79,235.80	85.57	\$13,358.20	\$13,358.20
2141	SCHOOL PSYCHOLOGY SERVICES	\$182,369.00	\$15,003.01	\$152,017.92	84.87	\$30,351.08	\$27,600.78
2151	SA SPEECH PATHOLOGY	\$218,135.00	\$11,250.00	\$128,606.37	59.89	\$89,528.63	\$87,485.18
2152	PK 3-5 SPEECH PATHOLOGY	\$29,982.00	\$8,925.00	\$80,250.00	267.66	(\$50,268.00)	(\$50,268.00)
2161	SA OCCUPATIONAL THERAPY	\$25,000.00	\$1,784.25	\$23,515.50	94.06	\$1,484.50	\$1,484.50
2162	PK OCCUPATIONAL THERAPY	\$25,000.00	\$2,501.00	\$22,356.50	89.43	\$2,643.50	\$2,643.50
2171	SA PHYSICAL THERAPY	\$20,000.00	\$1,067.50	\$12,993.00	64.97	\$7,007.00	\$7,007.00
2172	PK PHYSICAL THERAPY	\$18,000.00	\$945.50	\$13,526.75	75.15	\$4,473.25	\$4,473.25
2181	SA VISION	\$20,000.00	\$0.00	\$13,577.77	67.89	\$6,422.23	\$6,422.23
2212	INSTR AND CURRICULUM DEVELOPMENT	\$109,800.00	\$1,046.42	\$14,999.25	143.71	\$94,800.75	(\$47,990.38)
2213	INSTRUCTIONAL STAFF TRAINING	\$7,500.00	\$574.75	\$1,077.70	107.44	\$6,422.30	(\$557.70)
2220	LIBRARY/MEDIA SERVICES	\$234,474.00	\$18,545.67	\$187,242.18	80.33	\$47,231.82	\$46,109.47
2230	INSTRUCTION RELATED TECHNOLOGY	\$142,642.00	\$0.00	\$113,211.32	79.37	\$29,430.68	\$29,430.68
2310	BOARD OF EDUCATION	\$269,300.00	\$1,768.18	\$264,284.88	100.28	\$5,015.12	(\$747.13)

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
2320	EXECUTIVE ADMIN. SERVICES	\$235,265.00	\$19,988.65	\$196,136.39	83.55	\$39,128.61	\$38,696.13
2330	DISTRICT LEGAL SERVICES	\$20,000.00	\$150.00	\$8,106.00	40.53	\$11,894.00	\$11,894.00
2410	OFFICE OF THE PRINCIPAL SERV.	\$1,293,331.00	\$113,023.32	\$1,075,478.37	83.28	\$217,852.63	\$216,277.63
2510	GENERAL BUSINESS SUPPORT	\$299,470.00	\$41,335.67	\$342,491.67	114.45	(\$43,021.67)	(\$43,271.67)
2530	DUPLICATNG SERVICES	\$70,000.00	\$7,306.86	\$73,702.57	105.29	(\$3,702.57)	(\$3,702.57)
2580	ADMIN TECHNOLOGY SERVICES	\$279,821.00	\$24,264.58	\$232,667.31	89.91	\$47,153.69	\$28,239.84
2610	OPERATION OF PLANT	\$844,577.00	\$54,545.07	\$619,193.76	73.31	\$225,383.24	\$225,383.24
2620	MAINTENANCE OF PLANT	\$418,592.00	\$35,251.50	\$444,727.98	108.02	(\$26,135.98)	(\$33,564.76)
2630	UPKEEP OF GROUNDS	\$19,500.00	\$8,553.90	\$45,881.88	238.11	(\$26,381.88)	(\$26,931.88)
2650	VEHICLE OPERATION/MAINTENANCE	\$19,000.00	\$2,394.78	\$10,809.97	56.89	\$8,190.03	\$8,190.03
2660	SECURITY SERVICES	\$100,000.00	\$0.00	\$32,463.35	32.46	\$67,536.65	\$67,536.65
2670	SAFETY SERVICES	\$4,000.00	\$288.50	\$5,359.75	133.99	(\$1,359.75)	(\$1,359.75)
2710	REGULAR STUDENT TRANSPORTATION	\$375,300.00	\$43,153.56	\$334,392.98	89.10	\$40,907.02	\$40,907.02
2712	SA SPED VEHICLE OPERATION	\$213,500.00	\$24,598.63	\$177,719.46	83.24	\$35,780.54	\$35,780.54
2713	PK VEHICLE OPERATION	\$40,000.00	\$1,371.75	\$10,974.00	27.44	\$29,026.00	\$29,026.00
3300	COMMUNITY SERVICE OPERATIONS	\$31,175.00	\$1,332.32	\$29,987.02	100.25	\$1,187.98	(\$78.02)
3400	GRANTS FR PRIVATE INTERESTS/EDQUEST	\$600.00	\$489.78	\$2,915.30	495.88	(\$2,315.30)	(\$2,375.30)
3535	HIGH ABILITY LEARNERS	\$11,453.00	\$716.97	\$3,129.80	35.82	\$8,323.20	\$7,350.76
3541	BIRTH TO 3 ENDOWMENT	\$87,000.00	\$5,897.09	\$69,569.74	80.04	\$17,430.26	\$17,361.46
3551	REVISION ACTION GRANT	\$19,881.00	\$938.76	\$19,345.26	97.91	\$535.74	\$415.74
3599	OTHER STATE CATEGORICAL PROGRAMS	\$15,000.00	\$0.00	\$0.00	0.00	\$15,000.00	\$15,000.00
6200	TITLE I PART A	\$245,462.00	\$26,434.67	\$226,798.65	92.53	\$18,663.35	\$18,329.37
6310	TITLE II PART A	\$60,957.00	\$4,365.98	\$26,308.40	43.22	\$34,648.60	\$34,608.60
6406	IDEA PRESCHOOL (619) BASE	\$13,152.00	\$1,089.48	\$10,412.85	79.17	\$2,739.15	\$2,739.15
6408	IDEA BASE/EP	\$376,095.00	\$37,106.37	\$347,926.49	92.51	\$28,168.51	\$28,168.51

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
6412	IDEA PART B PROPORTIONATE SHARE	\$30,018.00	\$1,151.37	\$27,714.70	92.33	\$2,303.30	\$2,303.30
6421	IDEA 611 ARP	\$61,261.00	\$0.00	\$0.00	0.00	\$61,261.00	\$61,261.00
6422	IDEA NON PUBLIC ARP	\$5,331.00	\$0.00	\$0.00	0.00	\$5,331.00	\$5,331.00
6423	IDEA 619 ARP	\$5,644.00	\$0.00	\$5,644.00	100.00	\$0.00	\$0.00
6690	OTHER NON CATEGORICAL EXP/MEDICAID	\$200.00	\$95.00	\$155.00	77.50	\$45.00	\$45.00
6940	HEAD START	\$1,275,300.00	\$88,348.40	\$1,011,071.40	80.10	\$264,228.60	\$253,809.28
6968	TITLE IV PART B 21ST CENTURY	\$58,312.00	\$4,197.86	\$38,841.61	66.61	\$19,470.39	\$19,470.39
6969	TITLE IVA STU SUPPORT & ACADEMIC ENRICH	\$12,000.00	\$0.00	\$2,491.76	21.90	\$9,508.24	\$9,372.28
6990	OTHER FED CATEGORICAL SOURCES	\$160,000.00	\$0.00	\$180,182.75	112.61	(\$20,182.75)	(\$20,182.75)
6993	AMERICAN RESCUE PLAN HOMELESS HCY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	(\$1,000.00)
6997	ESSERS II	\$474,639.00	\$0.00	\$293,270.95	64.30	\$181,368.05	\$169,468.05
6998	ESSERS III	\$1,000,000.00	\$542.56	\$172,376.44	29.35	\$827,623.56	\$706,513.56
8000	TRANSFERS	\$23,000.00	\$0.00	\$5,170.00	22.48	\$17,830.00	\$17,830.00
9000	NON PROGRAM EXPENDITURES	\$3,000.00	\$864.00	\$3,450.79	115.03	(\$450.79)	(\$450.79)
01	GENERAL	\$21,736,810.00	\$1,682,740.71	\$17,210,031.02	80.93	\$4,526,778.98	\$4,146,249.16

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
02	DEPRECIATION FUND						
2900	OTHER SUPPORT SERVICES	\$1,111,082.00	\$0.00	\$0.00	0.00	\$1,111,082.00	\$1,111,082.00
8000	TRANSFERS	\$1,000.00	\$0.00	\$0.00	0.00	\$1,000.00	\$1,000.00
02	DEPRECIATION FUND	<u>\$1,112,082.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$1,112,082.00</u>	<u>\$1,112,082.00</u>

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
03	EMPLOYEE BENEFITS FUND						
2900	OTHER SUPPORT SERVICES	\$43,000.00	\$8,180.14	\$51,752.05	120.35	(\$8,752.05)	(\$8,752.05)
03	EMPLOYEE BENEFITS FUND	\$43,000.00	\$8,180.14	\$51,752.05	120.35	(\$8,752.05)	(\$8,752.05)

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
06	CAFETERIA						
3100	FOOD SERVICE OPERATIONS	\$892,005.00	\$87,664.96	\$739,794.20	82.94	\$152,210.80	\$152,210.80
06	CAFETERIA	\$892,005.00	\$87,664.96	\$739,794.20	82.94	\$152,210.80	\$152,210.80

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
07	BOND FUND						
5000	DEBT SERVICES	\$948,292.00	\$164,033.13	\$951,091.26	117.59	(\$2,799.26)	(\$166,832.39)
07	BOND FUND	\$948,292.00	\$164,033.13	\$951,091.26	117.59	(\$2,799.26)	(\$166,832.39)

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
08	SPECIAL BLDG FUND						
2515	CENTRAL SERVICES/BLDGS AND SITES	\$0.00	\$145.77	\$37,179.50	0.00	(\$37,179.50)	(\$37,179.50)
2560	PUBLIC RELATIONS SERVICES	\$0.00	\$6,625.00	\$26,500.00	0.00	(\$26,500.00)	(\$26,500.00)
4300	FACILITY ACQ/ARCHITEC AND ENGINEERING	\$150,000.00	\$0.00	\$15,130.28	10.09	\$134,869.72	\$134,869.72
4500	BUILDING CONSTRUCTION	\$0.00	\$0.00	\$2,720.00	0.00	(\$2,720.00)	(\$2,720.00)
4700	BUILDING IMPROVEMENTS	\$1,811,770.00	\$573,685.17	\$1,257,904.32	72.55	\$553,865.68	\$497,270.03
08	SPECIAL BLDG FUND	<u>\$1,961,770.00</u>	<u>\$580,455.94</u>	<u>\$1,339,434.10</u>	<u>71.16</u>	<u>\$622,335.90</u>	<u>\$565,740.25</u>

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU						
2610	OPERATION OF PLANT	\$370,000.00	\$0.00	\$0.00	0.00	\$370,000.00	\$370,000.00
5000	DEBT SERVICES	\$322,618.00	\$20,123.75	\$322,817.50	104.03	(\$199.50)	(\$13,008.25)
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	<u>\$692,618.00</u>	<u>\$20,123.75</u>	<u>\$322,817.50</u>	<u>48.46</u>	<u>\$369,800.50</u>	<u>\$356,991.75</u>

EXPENDITURE BY FUNCTION SUMMARY
06/2022

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
12	STUDENT FEES						
2190	OTHER PUPIL SUPPORT SERVICES	\$103,542.00	\$19,021.66	\$87,090.85	87.26	\$16,451.15	\$13,191.67
12	STUDENT FEES	\$103,542.00	\$19,021.66	\$87,090.85	87.26	\$16,451.15	\$13,191.67

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 01 GENERAL	
3 ARE ONE, INC		ADVERTIZING	21.50
A A ACTIVITY ACCOUNT		TRANSFERS	2,471.00
ALL COVERED		SERVICES	3,145.93
AMAZON CAPITAL SERVICES INC		SUPPLIES	2,907.22
BLACKBOARD INC		SERVICES	9,307.00
BLACKWELL, KATHRYN		MILEAGE REIMBURSEMENT	638.82
BOMGAARS		SUPPLIES	208.24
BRIGHTLY SOFTWARE, INC		SERVICE	8,797.80
CANON FINANCIAL SERVICES, INC		COPIER LEASES	4,010.86
CAPITAL BUSINESS SYSTEMS INC		COPIER SUPPLIES/SERVICE	861.49
CENTERPOINT ENERGY SERVICES INC		FUEL	5,391.72
CHARTER COMMUNICATIONS HOLDING COMPANY LLC		SERVICE	25.31
CITY OF PLATTSMOUTH		WATER & SEWER	3,216.61
CITY OF PLATTSMOUTH		SUPPLIES/SERVICES	15,550.69
COLUMBUS TELEGRAM		SUPPLIES/ADVERTISING	112.62
CORNERSTONES OF CARE		SERVICES	405.00
COUNCIL BLUFFS WINNELSON		SUPPLIES	100.00
DIAMOND VOGEL INC		SUPPLIES	242.95
DICK BLICK		SUPPLIES	2,865.08
DIX, JOEL		SERVICE	125.00
DOLLAR GENERAL		SUPPLIES	34.10
DUECHTING, CYNTHIA		LEP SERVICES	93.00
EDUCATIONAL SERVICE UNIT #3		SERVICE	21,998.50
FASTENAL COMPANY		SUPPLIES	1,333.31
FIBER PLATFORM LLC		EDUC VIDEO BUNDLE	2,085.37
FIRST NATIONAL CAPITAL MARKETS INC		SERVICES	12,500.00
FIRST STUDENT INC		TRANSPORTATION	77,066.33

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
FLINN SCIENTIFIC	SUPPLIES	334.56
GODFATHERS PIZZA	PIZZA	95.98
GOODWILL INDUSTRIES INC	WORK EXPERIENCE TUITION	387.00
HENRY MOTORS, INC	SALES/SERVICE	12.66
HOME DEPOT U.S.A. D/B/A HOME DEPOT PRO	SUPPLIES	902.92
HY-VEE STORES	FUEL/SUPPLIES	3,474.05
JAN MILLER BURKINS CONSULTING LLC		324.00
JOHN DEERE LANDSCAPES LLC	SERVICE	800.43
KERNS EXCAVATING	SERVICE/SUPPLIES	205.00
KONICA MINOLTA PREMIER FINANCE	COPIER LEASES/SUPPLIES	63.07
LARSON, CHERIE		14.82
MATHESON TRI-GAS INC	SUPPLIES	117.35
MCGRAW-HILL SCHOOL EDUCATION	SUPPLIES	1,172.77
MENARDS BELLEVUE	SUPPLIES	476.24
MIDWEST PRODUCTS II LLC	SUPPLIES	322.17
MIDWEST TURF & IRRIGATION	AERAVATOR	176.92
MULLENAX AUTO SUPPLY	SUPPLIES	73.99
NATIONAL INVENTORS HALL OF FAME INC	REGISTRATION/SUPPLIES	2,500.00
NCSA	REGISTRATIONS/DUES	600.00
NEBR RURAL COMMUNITY SCHOOLS ASSOC	MEMBERSHIP	850.00
NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	22,107.66
NEW DIRECTIONS SOLUTIONS LLC	SERVICES	2,625.00
ONE SOURCE THE BACKGROUND CHECK COMPANY	SERVICE	216.00
OPAA FOOD MANAGEMENT INC	SERVICE	400.00
PERMITE LLC	SERVICE	500.00
PRIDE HOME SERVICES INC	SERVICE	1,100.00
PRIME HOME DEVELOPMENTAL DISABILITIES SERVICES INC	SERVICES	4,550.00
PROFESSIONAL HEATING AND AIR	SERVICE	55,660.00

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
QUADIANT FINANCE USA INC	POSTAGE	1,300.00
QUADIANT LEASING USA INC	POSTAGE METER LEASE	536.88
RALSTON PUBLIC SCHOOLS	HEARING IMPAIRED SERVICES	56,810.55
RGS REPAIR INC	SERVICES	1,015.00
SCHOOL NURSE SUPPLY INC	SUPPLIES	346.18
SDI INNOVATIONS INC	SUPPLIES	937.34
SHRED IT US JV LLC	SHREDDING	355.10
TCF NATIONAL BANK	MOWER LEASE	1,127.86
TIME MANAGEMENT SYSTEMS	TIMEKEEPING SYSTEM SERVICE	331.00
UNL EXTENSION	REGISTRATION	35.00
US BANK NA	FUEL PURCHASES	114.14
VERIZON WIRELESS	CELL SERVICE	524.27
WARGA, STEVE	ADVERTISING	80.00
WASTE MANAGEMENT OF NEBRASKA INC	TRASH SERVICE	2,990.49
WEB RESOURCE LLC SCHOOL OUTLET.COM	FURNITURE/SUPPLIES	14,619.20
WINDSTREAM	TELEPHONE SERVICE	4,535.33
WITTE PHYSICAL THERAPY	SERVICES/SUPPLIES	2,208.33
ZANER-BLOSER INC	SUPPLIES	4,653.21
Fund Total:		368,097.92
Checking	1 Fund: 06 CAFETERIA	
ELEDGE, DEANN		121.15
FELTHOUSEN, BRENDA		4.00
HARDESTY, MISSY		55.74
MCLOCHLIN, MELANIE		42.85
MUELLER, ROBERT	DRIVERS ED REFUND	51.65
OPAA FOOD MANAGEMENT INC	SERVICE	54,191.01
PETERS, AMBER		34.28
Fund Total:		54,500.68
Checking	1 Fund: 08 SPECIAL BLDG FUND	
FRUITFUL DESIGN & STRATEGY	SERVICES	6,625.00

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>		
PERRY, GUTHERY, HAASE & GESSFORD PC LLO		SERVICES	2,378.03		
				Fund Total:	9,003.03
Checking	1	Fund: 12 STUDENT FEES			
EDUCATIONAL SERVICE UNIT #3		SERVICE	7,000.00		
				Fund Total:	7,000.00
				Checking Account Total:	438,601.63
<u>Checking</u>		3			
Checking	3	Fund: 05 ACTIVITY FUND			
HY-VEE STORES		FUEL/SUPPLIES	347.52		
STOSKOPF, REBECCA		REIMBURSEMENT	209.72		
				Fund Total:	557.24
				Checking Account Total:	557.24

**Plattsmouth High School
Principal's Report
Todd Halvorsen
July 11, 2022**

Guiding students to build their future with **Positive, Respectful, Intentional, Determined, and Engaged** students and staff.

The summer custodians and maintenance staff are doing an excellent job. Everyone has done an awesome job and we appreciate them!

Students, sponsors, and coaches have been busy preparing for the upcoming school year by holding camps and workshops throughout the summer.

Organization Development and Capacity

The 2021-2022 school year will focus on the following points:

1. Continuing the growth of Wall-to-Wall Academies and expanding internship opportunities
2. Concentrating on a culture where students Belong, Learn, Unite, and feel Empowered while developing respect, inclusion, encouragement and celebration of students, and staff.
3. Advancing civic engagement.

Plattsmouth High School staff continually seeks to improve upon the processes of our curriculum and academy teams. That effort is focused upon data interpretation, identifying student needs, and responding with collective efficacy.

Educationally yours,
Todd Halvorsen

Middle School Board Report
John Campin-Principal
July 11, 2022

Current Enrollment Numbers for 2022-23 (Estimated Numbers)

5th-95

6th-93

7th-93

8th-93

Total-374

Thank you to our summer school staff for supporting our students during the month of June. The staff worked hard with positive attitudes each day. The students and families appreciate you! Mr. Kress, Mrs. Phillipson, Mrs. Ryerson and Mrs. Sainz.

I also want to wish Sarah Larson luck in her new adventures. Sarah has been heading up our BDA Program this past year. Sarah did a wonderful job and I wish her luck in the future.

Check out our school Facebook page. You will see our weekly newsletter where we share students of the week in each grade and extra-curricular updates.

PES

Board of Education

Elementary Principal Report

Dr. Amber Johnson

July 11, 2022

1. “Meet N Greet” with New Elementary Principal, Dr. Amber Johnson:

Dr. Johnson will be meeting with PES staff throughout the month of July to learn more about our staff and what makes PES the very best elementary school for our students!

2. Projected 2022-2023 Student Enrollment Grade Level Numbers as of July 6, 2022:

Kindergarten - 85

1st - 100

2nd - 95

3rd - 94

4th - 85

Approx. Total - 459

3. 2022-2023 Schedules:

Dr. Johnson and the PES Leadership Team will be meeting this month to create and finalize a variety of schedules for the 2022-2023 school year. We are looking forward to a very successful school year!

4. 2022-2023 Planning and Development:

The planning and development is underway for this upcoming school year! More information will be shared in next month's Plattsmouth Elementary Principal report.

**Plattsmouth Community Schools
Early Childhood/Early Head Start/Head Start Report
June, 2022**

Early Childhood Numbers as of: 06/15/2022

Enrollment:

Accepted for Tuition/Head Start for 2022-2023:

PECC	56	
Conestoga Head Start	17	
Total for Head Start	73 out of 100	
Tuition at PECC	23	

Birth to Three Program Enrollment Report:

Sixpence		
Birth to 5 Special Education Home/Community Based		
Early Head Start		10 out of 10

Head Start Grant Information:

The Fiscal Year (FY) 2022 continuation grant application was due on October 1, 2021. The grant was submitted on 9/23/2021 and was awarded on 11/23/2021. The next grant is due October 1, 2022 for the FY 2023. The chart below outlines the funding amounts for the grant for fiscal year 2022.

Funding Type	Projected Funding	Funded Federal Enrollment
Head Start Program Operations & Training and Technical Assistance	\$1,026,018	100
Early Head Start program Operations & Trainings and Technical Assistance	\$161,772	10
Total Grand Funding	\$1,187,790	110
In-Kind (non-federal share) for HS & EHS	\$296,948	
Total Grant Amount	\$1,484,738	

Office of Head Start Communications:

- The application for funding for the upcoming budget period is due by October 1, 2022.

Personnel:

- Health/Nurse position filled
- 2-3 Para openings

Policy Council:

- Meetings set for upcoming school year
 - August 22nd
 - Sept. 19th
 - Oct. 17th

Trainings:

- Behavior Rating Reporting System
- NeMTSS Pyramid: Creating a Process for Responding to Challenging Behaviors

Director Notes:

- I plan on meeting with each of the PECC staff throughout July
- Sent out a little introduction letter with information about me to staff
- Big thank you, I am very excited to be a part of this team and community!



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

June 30, 2022

Grant No. 07CH010755

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by October 1, 2022.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$1,042,679	\$163,392
Training and Technical Assistance	\$15,064	\$3,318
Total Funding		\$1,224,453
Program	Head Start	Early Head Start
Federal Funded Enrollment	100	10

Period of Funding: 01/01/2023 - 12/31/2023

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Mustafaa El-Scari, Head Start Program Specialist, at 816-426-2899 or Mustafaa.El-Scari@acf.hhs.gov or Dee Swindler, Grants Management Specialist, at 816-4262227 or dee.swindler@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-

4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Clarence Small/

Clarence Small
Regional Program Manager
Office of Head Start

Plattsmouth Director of Instructional Services

Board of Education Report

Cherie Larson July 11, 2022

Plattsmouth Community Schools

Working in partnership to ensure academic achievement, responsible behavior and civic engagement.

Academic Achievement

Assessments

- The NSCAS-Growth assessment that is a blend between NWEA Growth and the NSCAS test. The NSCAS Alternate Assessment is for high needs students. The NSCAS ACT is take by all 11th grade students.
- 2022 NSCAS-Growth: State Reports will be ready sometime in August. Right now, we are reviewing reports for any errors.
- 2022-2023 NSCAS-Growth
 - For the first time, NSCAS Growth will be given 3 times (Fall, Winter, Spring).
 - Students will have3 opportunities to show growth and proficiency.
 - The first testing window opens on August 15th and go through September 22.
 - 3-8th graders will take reading and math NSCAS-Growth

Curriculum Work

- The World Languages team will be using this year to go through the process of selecting a textbook. They reviewed the online materials for both programs and are using them in courses this semester.
- The Physical Education and Health committees developed their Program Guide and will be working this summer to review and potentially adopt materials as well as to update plans and curriculum maps.
- The Reading Curriculum work is getting started.
 - Samples are being sent
 - Teachers are being trained (see below)
 - The official adoption plan is being put into writing for approval by administrators and teachers.

Professional Development/Professional Learning Communities

- English Language Arts (Reading) staff were invited to attend three training opportunities. They were paid for their time.
 - Standards Review (14 attended)
 - Decoding workshops (15 attended)

- A course overviewing the current reading research (15 attended)
- Staff completed Summer Work Proposals and are getting reimbursed for time spent updating curriculum maps, working on curriculum, and becoming familiar with new math programs.
- Professional Development on the new math curriculum is getting organized for 2022-2023.
 - Paid summer work time was offered to all math teachers
 - The initial program training will take place on August 11th from 10-12:00.
 - Follow up support will take place throughout the year

Continuous Improvement

- The District Level Team recommended we explore revising the mission statement. The DLT mission sub-group has multiple times. They have identified two possible mission statements to present to the District Leadership Team. The District Leadership team met, developed a mission statement, and shared it with the Committee on American Civics at the April meeting.

Responsible Behavior

Civic Engagement

- Many civic engagement activities are being implemented.

Grants

- A reVISION Action Grant was submitted on May 6th. It focused on working to engage all students in career awareness by providing professional development to staff, equipment related for school-based enterprises, and trips for students to businesses in the area.
- The College Access Grant was submitted on May 29th. It focused on providing opportunities for students to explore and get comfortable with 2 and 4 year college opportunities. It is not designed to make students attend college. It is designed to help students understand that it is an option.
- The Plattsmouth requests for the Perkins grant was submitted to ESU#3. Funds were requested for materials needed in multiple career programs.
- A special Perkins grant was submitted to ESU#3. Funds were requested to support the DECA program by getting a printer and printing press for expanding their T-shirt business.

Plattsmouth Community Schools
Board of Education Report
Amanda Wright
Special Education Administrator
July 11, 2022

Introduction

I am thrilled to be a part of the Plattsmouth Community Schools team! Before accepting this position, I served as the Director of Student Services at Conestoga Public Schools. Prior to that, I was a special education teacher at Westside Community Schools. Throughout my career, I have had the opportunity to work with students of all ages and abilities as well as serve as a special education leader to teachers, staff, and administrators. I believe one of the main focuses of my position is to serve the school community as an advocate for special education students, their parents, teachers, and staff. I look forward to being a part of the PCS Community and serving all stakeholders.

Paraprofessional Openings

We currently have 5 paraprofessional openings, PK-12, that we will be trying to fill prior to the start of the school year:

Early Childhood: 1 position

K-4th Resource: 1 position

MTSS Elementary: 1 position

6th Grade: 1 position

High School Life Skills: 1 position

Flexible Funding Grant Application School Age and PreSchool

Due July 15th. Flexible Funding projects provide the use of special education funding for preventative support for students who are not in special education, but who have a need for specially designed instruction in order to benefit from general education and to avoid potential special education costs. PCS School Age Flex Funding will be used to fund salary and benefits for several staff who deliver interventions to students grades K-4 as well as reading intervention materials.

IDEA Consolidated Grant

Due July 25th. The IDEA grant allocates federal funding to public school districts to ensure that all children with disabilities have access to free, appropriate public education that is designed to meet their needs. PCS IDEA funds will be used for Preschool teachers salaries and benefits, related services, and costs associated with nonpublic school special education instruction.

IDEA Maintenance of Effort (MOE) Eligibility Standard

Due July 28th. School district eligibility for receipt of IDEA Part B funds is contingent upon maintaining fiscal effort from year to year. Districts are required to report estimated special education expenditures, receipts, and resident child counts to establish eligibility for receiving IDEA Part B funds during the 2022-2023 year. To determine eligibility for MOE, the 2021-2022 Annual Financial Report is compared to allocations on the 2022-2023 budget.

Community RelationsCommunity Use of School Facilities, Equipment, and Supplies

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy. The Plattsmouth Community School District reserves the right to make available only those facilities as deemed appropriate by the Board of Education.

Likewise, equipment and supplies are intended for the District's educational and extracurricular activity programs. District equipment and supplies will not be available for off-campus use by outside groups, or any individuals, unless otherwise approved by the Board of Education. For example, district tables, chairs, etc. will not be available for personal use at graduation receptions, wedding receptions, or other similar events.

1. Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

It shall be noted that the synthetic turf football/soccer/marching band field and baseball/softball field may be available on a limited basis to outside organizations. The high school principal and activities director, in consultation with the Superintendent, will determine the extent to which synthetic turf fields are made available to applicants from outside organizations.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

2. Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon. In order for indoor facilities to be used during times that a District employee is not scheduled to work in the identified building, an employee of the District or an active Board member must be present to supervise the activity or the organization applying for use must pay for the wages of a District employee to supervise the event.

Furthermore, if indoor facilities use includes a tournament where outside teams are invited to participate and/or an event for which the Applicant will charge an admission fee for participants or spectators, the applying organization must pay for the cost of a custodian to work during all hours of the competition that take place on Saturday, Sunday, and any other days when school is not in session and/or a custodian is not typically scheduled to work. A custodian would need to be on-site at all facilities being used. The elementary/middle school is considered one site, and the high school is considered an additional site. Thus, if both sites (elementary/middle school and high school) are used, two custodians are required).

For days when school is not in session and an admission fee is not being charged for participants or spectators, organizations using the indoor facility will need to complete all items on the Custodial Checklist and ensure that, as needed, trash is emptied, floors are swept, etc. Organizations that plan to use the facility, when school is not in session, will be required to submit a \$100 custodial security deposit. If items on the Custodial Checklist are not completed, the organization risks forfeiture of the security deposit.

For use of the auditorium light and sound equipment, an audio and lighting technician is required. For use of the kitchen, a food service staff member is required, when equipment (i.e. dishwasher, oven, steamers, etc.) other than the serving line is used.

Leases of school facilities, including use of facilities by another school district, shall require

approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities for sports that are currently in-season (according to the Nebraska School Activities Association).
- b. Events or activities for sports related to the building/facility being used, unless approved by the Activities Director. For example, if an organization involving middle school students wants to reserve the elementary gym and another organization involving elementary school students wants to reserve the elementary gym at the same time, the organization involving elementary school students would be given priority to use the elementary gym.
- c. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- d. Tax-supported agencies such as educational entities or units of city, county or state government.
- e. Nonprofit community agencies such as private educational agencies.
- f. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.
- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
 - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity

or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.

- ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
- iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. The Applicant, subject to approval of the Superintendent or the Superintendent's designee, may withdraw an accepted application. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburses the District for any expense the District has incurred.

3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
 - i. Comply with all local, state and federal laws, including health and fire codes.
 - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
 - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.
- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
 - i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
 - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.

- iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
- iv. Possesses a firearm or a weapon.
- v. Engages in disorderly, lewd, or lascivious conduct.
- vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- d. Condition of Premises. Applicant agrees to:
- i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
 - ii. Not use or allow any school equipment to be used without express approval of school administration.
 - iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
 - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
 - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
 - vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
 - vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
 - viii. Not cause or allow others to cause damage to school facilities or equipment.
 - 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
 - 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
 - 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be

reported by the close of the next business day.

- ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean up.
- x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.

e. Financial Responsibility. Applicant agrees to:

- i. Procure, at it's own expense, a \$5,000,000 Comprehensive General Liability insurance policy naming the District as an additional insured or provide evidence of comparable insurance for each individual participant. This policy shall be written with a minimum of \$15,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

~~ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.~~

- ~~iii.~~ ii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities, including waiver of subrogation in favor of the District.

4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur annually.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use, monitoring of the facility during a tournament, and clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.

- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- f. Supervision/Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when deemed necessary for the activity or event.

The fee schedule shall be applied evenly to all Applicants, except out-of-District Applicants, with the following exceptions:

Option 1. Hourly Use Fees for Practice/Rehearsal may be waived, when the organization agrees to comply with the *District Conditions for Facilities Use Fee Waiver* (see form 1100B), as described below.

District Conditions for Facilities Use Fee Waiver

1. The organization agrees to implement the skill development and training program recommended by the District, in concert with the Head Coach/Sponsor of the same sport/activity.
2. The organization agrees to have all coaches/sponsors complete the District Volunteer Application Process, with the cost to be paid by the organization.
3. The organization agrees to ensure equitable participation of all registered youth, with the exception of an all-star/select team that is compiled from rosters of all registered youth.
4. The organization agrees to provide the District with written documentation of official non-profit status [501(c)(3) or equivalent], or evidence that the organization is in the process of obtaining such status, prior to use of facilities. Information about obtaining 501(c)(3) status is available from the Internal Revenue Service
<http://www.irs.gov/charities/article/0%2C%2Cid=96109%2C00.html>.

Option 2. Hourly Use Fees for Practice/Rehearsal may be waived; when the organization receives approval from the Board of Education as a civic organization that is designed to support the District's mission of working in partnership to ensure civic engagement and the activity or event is designed to serve students of the District. Board approval must be obtained prior to facility use.

Option 3. If the youth organization believes it is not able to continue as a viable entity, even with the opportunities provided in Options 1 or 2, the District will consider taking on oversight of the youth organization.

- 5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

Date of Adoption: Jan. 9, 2006

Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009

Revised: Feb. 8, 2010

Reviewed: Mar. 8, 2010, Mar. 14, 2011

Revised: Dec. 12, 2011, Jan. 14, 2013, Sep. 9, 2013, Nov. 11, 2013

Reviewed: Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021

Revised: Sept. 13, 2021

Revised: July 11, 2022

**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES
(Reviewed annually by the Board of Education)**

Name of Organization Making Request: _____ Date: _____

Type of Organization and Type of Activity or Event

- _____ Event or activity that is designed to serve students of the District. *Describe:* _____
- _____ Tax-supported agency such as educational entity or unit of city, county or state government. *Describe:* _____
- _____ Nonprofit community agency such as a private educational agency. *Describe:* _____
- _____ Group in which the majority of the members reside within the District. *Describe:* _____
- _____ Other. *Describe:* _____

Facilities Requested. Building: _____ Areas: _____

<u>Practice/Rehearsal: Dates & Times Requested (complete below or attach a separate sheet with the requested schedule):</u>				
<u>Dates</u>	<u>Days of the Week</u>	<u>Time(s)</u>	<u>Repeating (Yes/No)</u>	<u>Total # of Hours</u>
<u>Tournament or Event with admission fees for participants or spectators: Dates & Times Requested (complete below or attach a separate sheet with the requested schedule):</u>				
<u>Dates</u>	<u>Days of the Week</u>	<u>Time(s)</u>	<u>Repeating (Yes/No)</u>	<u>Total # of Hours</u>

Details of Use (Attach an additional explanation if needed)

Describe the Type of Activity or Event: _____

No. of Anticipated Users and Spectators: _____ Concessions/Food Served: Yes No Describe: _____

Set Up or Tear Down Required by District: _____

Type of Cleaning Required During and Afterwards: _____

Special Equipment to be Used (District & Organization): _____

FEES (To Be Completed by Superintendent or Superintendent's Designee; see page 2)

Policy Compliance and Acceptance of Liability

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured or provide evidence of comparable insurance for each individual participant. This policy shall be written with a minimum of \$5,000,000 Comprehensive General Liability insurance policy naming the District as an additional insured and \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use. Insurance requirement waived: Yes No (for school official to complete)

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Plattsmouth Community Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Name, Position Signature Date

Name, Position Signature Date

Rev. Sep. 9, 2013, Jan. 13, 2014, Apr. 14, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021

Revised: Sept. 13, 2021,
~~Rev.~~ Feb. 14, 2022, July 11, 2022

SCHEDULE OF FEES

(To be completed by the Superintendent or the Superintendent's Designee)

PLATTSMOUTH EARLY CHILDHOOD, ELEMENTARY, MIDDLE, AND HIGH SCHOOLS

FACILITIES HOURLY USE FEES SCHEDULE

(does not include fees for custodial services, audio/lighting technician, food service, etc.)

FEES ARE DOUBLE FOR GROUPS NOT RESIDING IN THE PLATTSMOUTH DISTRICT, except that they shall pay \$125/hr. for use of the synthetic turf football/soccer/marching band field or baseball/softball field. If lights are needed for these fields, there will be an additional fee of \$75 per hour.

Practice/Rehearsal Hours	\$5 per hour
OR	
___ Fees are waived because the organization agrees to the <i>District Conditions for Fee Waivers</i> identified in Board Policy 1100	
OR	
___ Fees are waived because this is deemed a civic organization that helps promote the District's mission of working in partnership to ensure Civic Engagement and the activity is designed to serve students of the District (Requires Board of Education Approval)	
Date of BOE Approval _____, 20	
Tournament Hours	\$5 per hour

*Supervision fees will be assessed when a District employee or Board member is not present to supervise the activity)

Gym, Fitness Center/Wrestling Room, Commons, Lunchroom, or Media Center

Fee for facilities use (see schedule above)	Total hrs. requested _____	Item cost \$ _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____
Supervision @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____

Auditorium

Fee for facilities use (see schedule above)	Total hrs. requested _____	Item cost \$ _____
Audio and lighting technician @ \$20 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____
Supervision @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____

Kitchen

Fee for facilities use (see schedule above)	Total hrs. requested _____	Item cost \$ _____
Food service staff member @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____

Athletic Fields

Fee for facilities use (see schedule above)	Total hrs. requested _____	Item cost \$ _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____

Classroom

Fee for facilities use (see schedule above)	Total hrs. requested _____	Item cost \$ _____
Supervision @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____

Administration Center Board Room or Conference Room

Fee for facilities use (see schedule above)	Total hrs. requested _____	Item cost \$ _____
Supervision @ \$20.00 per hr. (\$40 min.)	Total hrs. needed _____	Item cost \$ _____

\$100 Custodial deposit for days when school is not in session Item cost \$ _____

Rev. Sep. 9, 2013, Jan. 13, 2014, Apr. 14, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021

Revised: Sept. 13, 2021,

~~Rev.~~ Feb. 14, 2022, July 11, 2022

Cost for Volunteer Applications

Total # of Volunteer Applications _____ **Item cost \$** _____
TOTAL COST \$ _____

Rev. Sep. 9, 2013, Jan. 13, 2014, Apr. 14, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019,
Feb. 10, 2020, Feb. 8, 2021
Revised: Sept. 13, 2021,
~~Rev.~~ Feb. 14, 2022, July 11, 2022



Plattsmouth Community School District Central Office
1912 Old Highway 34
Plattsmouth, NE 68048
Dr. Richard E. Hasty, Superintendent/Special Ed. Director
Dr. Cherie Larson, Director of Instructional Services
Pamela Dobrovlny, Assistant Special Education Director and Early
Childhood/Head Start Director
Phone: (402) 296-3361 Fax: (402) 296-2667
www.pcsd.org

1100B Agreement to Comply with
District Conditions for Facilities Use Fee Waiver

I, _____, certify that I am the head of the _____ organization and the organization wishes to have Hourly Use Fees for Practice/Rehearsal waived, pursuant to Option 1, District Conditions for Fee Waivers, found in Board Policy 1100.

Initials

_____ 1. I agree that the organization, and any coaches from the organizations, will implement the skill development and training program recommended by the District, in concert with the Head Coach/Sponsor of the same sport/activity.

_____ 2. I agree to have all coaches/sponsors complete the District Volunteer Application Process, with the cost to be paid by the organization.

_____ 3. I agree to ensure that our organization provides equitable participation of all registered youth, with the exception of an all-star/select team that is compiled from rosters of all registered youth.

_____ 4. I agree to provide the District with written documentation of official non-profit status [501(c)(3) or equivalent], or evidence that the organization is in the process of obtaining such status, prior to use of facilities. I understand that information about obtaining 501(c)(3) status is available from the Internal Revenue Service <https://www.irs.gov/charities-and-nonprofits>.

I further agree that the request is being made of my own free will, based on the best interest of the organization, and I am not being unduly influenced by anyone from the District to meet the identified requirements. I understand that it is my responsibility to contact the Head Coach of the same sport to identify the skill development and conditioning program that is recommended by the District. I understand the District Volunteer Application Process may take anywhere from a few days to several weeks to complete, and any potential coach will not be allowed to use school facilities, until he/she is on the District's Approved Volunteer List. I understand fees for the District Volunteer Application Process must be paid at the time of application. Prior to the start of the season, I will inform all coaches of the requirement to provide equitable participation of all registered youth. I will ensure all items are completed in a timely manner.

Name, Position

Signature

Date

Name, Position

Signature

Date

*Attach to 1100A Application for Use of School Facilities

Rev. Sep. 9, 2013, Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Reviewed: Feb. 8, 2021, Sept. 13, 2021, Feb. 14, 2022, July 11, 2022

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator ~~may file a formal complaint and begin the following complaint procedure is:~~

TITLE IX COORDINATOR CONTACT INFORMATION

[Coordinator Name]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

5. _____

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic

understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations. Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator’s burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a “preponderance of the evidence” standard. To meet the “preponderance of the evidence” standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) Conclusion of Investigation: Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the "Draft Investigative Report." The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the ~~Decision-Maker~~Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties' Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator's summary of the parties' interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties' responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the ~~Ffinal Iinvestigative Rreport~~ at the same time as the Decision-Maker.

6. Actions Taken By ~~Decision-Maker~~Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker~~Decision-Maker~~ shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties' relevant questions. The Title IX Coordinator will -provide each party, and the ~~Decision-Maker~~Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker~~Decision-Maker~~ has received the answers to relevant questions submitted by the parties, the ~~Decision-Maker~~Decision-Maker shall consider the answers and the Decision-Maker~~Decision-Maker~~ shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

B. Response to a Formal Complaint

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

~~TITLE IX COORDINATOR CONTACT INFORMATION~~

~~{Coordinator Name}~~

~~{Address}~~

~~{City, State, Zip}~~

~~{Phone Number}~~

~~{Email Address}~~

~~The formal complaint must be signed by the complainantComplainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**~~

~~2. — Immediate Actions upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties: (a) the complaint procedure as outlined in this regulation; and (b) notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.~~

~~The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.~~

~~3. — Investigation of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainantComplainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainantComplainant from filing a criminal complaint either during or after the District's investigation.~~

~~The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.~~

~~(a) — Neutrality: The Title IX Coordinator, investigatorInvestigator, decision-makerDecision-Maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainantComplainants or respondentRespondents generally or an individual complainantComplainant or respondentRespondent. The District shall ensure that Title IX Coordinators, investigatorInvestigators, decision-makerDecision-Makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of~~

~~relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~

- ~~(b) *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:~~
- ~~i. Providing the parties with the opportunity to present witnesses and provide evidence.~~
 - ~~ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.~~
 - ~~iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.~~
 - ~~iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)~~
- ~~(c) *Rights of the Parties:* The respondentRespondent is entitled to a presumption that the respondentRespondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.~~

~~The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.~~

~~The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.~~

~~The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.~~

~~The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.~~

~~Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.~~

~~The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent Respondent shall have the opportunity to challenge the decision for removal.~~

- ~~(d) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the investigator Investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator Investigator will consider.~~

~~Once the investigator Investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator Investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator Investigator shall then submit the written investigation report to the decision-maker Decision-Maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker Decision-Maker.~~

~~4. *Decision of Responsibility:* The decision-maker Decision-Maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker Decision-Maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.~~

~~Once the decision-maker Decision-Maker has considered the written questions of the parties, if any, the decision-maker Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant Complainant, respondent Respondent, or witness. The decision-maker Decision-Maker shall provide the written determination to both parties simultaneously. The written determination must include:~~

- ~~(a) Identification of the allegations potentially constituting sexual harassment;~~
- ~~(b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;~~
- ~~(c) Findings of fact supporting the determination;~~
- ~~(d) Conclusions regarding the application of each recipient's code of conduct to the facts;~~
- ~~(e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondentRespondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainantComplainant; and~~
- ~~(f) The recipient's procedures and permissible bases for the complainantComplainant and respondentRespondent to appeal.~~

~~The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.~~

~~5. Supportive Measures and Disciplinary Actions:~~

~~Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainantComplainant or the respondentRespondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment to deter sexual harassment.~~

~~Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainantComplainant or respondentRespondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.~~

~~At the conclusion of the investigation, the decision-makerDecision-Maker may institute disciplinary measures to the respondentRespondent if the decision-makerDecision-Maker determines that the respondentRespondent engaged in sexual abuse or harassment. Disciplinary~~

~~measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant Complainant or respondent Respondent violated the student code of conduct.~~

~~The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~C. — Appeals~~

~~If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker Decision-Maker, they may appeal on the following basis:~~

- ~~1. — Procedural irregularity that affected the outcome of the matter;~~
- ~~2. — New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and~~
- ~~3. — The Title IX Coordinator, investigator Investigator, or decision-maker Decision-Maker had a conflict of interest or bias for or against the complainant Complainant or respondent Respondent generally or the individual complainant Complainant or respondent Respondent that affected the outcome of the matter.~~

~~The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.~~

~~Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.~~

~~The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.~~

~~The Superintendent of Schools shall review the investigative report, decision-maker Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.~~

~~D. — Informal Resolution~~

~~If a formal complaint is filed, the District may offer the complainant Complainant and respondent Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:~~

- ~~1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;~~
- ~~2. The parties' voluntary written consent to the informal resolution process; and~~
- ~~3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.~~

~~**E. Record Keeping**~~

~~The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.~~

Legal Reference: Title IX

Date of Adoption: [Insert Date]

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;

(c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time. Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy. Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: —The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (~~\$100~~118,000), as adjusted from time to time by Section 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the [Name] Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant ~~theretoto~~ such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; ~~and~~ 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol

use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
 - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - (1) Who was performing safety-sensitive functions with respect to the vehicle,

- if the accident involved the loss of human life; or
- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b)
 - (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
 - (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
 - (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
 - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) **Alcohol.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) **Controlled Substances.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol

(concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board, provided that after a substitute employee has been on duty for fifteen (15) consecutive school days, such substitute teacher shall be paid on a per diem rate applying the salary schedule in place for certificated teachers for the school district based upon the substitute teacher's level of educational attainment and years of teacher experience. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Date of Adoption: [Insert Date]

InstructionSpecial Education

[Name] Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or

evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least

Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

16. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

17. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

18. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

20. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

22. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Agenda Construction and Control

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

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

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

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

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

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

Legal Reference:	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
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B. Hear

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

Legal Reference:	Sec. 84-1412 (7)
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C. Record

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

Legal Reference:	Sec. 84-1412 (1)
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D. Access to Written Materials

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

Legal Reference:	Sec. 84-1412 (8)
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E. Speak

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

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

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. ~~Members of the public who desire to address the Board will be required to identify themselves.~~

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	Sec. 84-1412 (1) (2) and (3)
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Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

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

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

~~The minutes may be kept as an electronic record.~~

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: [Insert Date]