

## **Agenda**

1. Call the meeting to order
2. Flag salute
3. Open Meetings Law
4. Roll call
5. Recognition of Visitors/Public Comment
6. Reports
  - 6.a. Elementary Principal Report
  - 6.b. High School Principal Report
7. Superintendent Report
8. Board Reports
9. Treasurer's report
10. Consent Agenda
  - 10.a. Approval of Minutes - May 12, 2026 Regular Meeting
  - 10.b. Approval of General Fund Bills - \$466,373.03
11. Action Items
  - 11.a. Consider, discuss, and take all necessary action on School Board Policies 5015 Protection of Pupil Rights, 5018 Parent Involvement in Education, 5054 Bullying, and 5057 District Title I Parent and Family Engagement Policy Annual Review.
  - 11.b. Consider, discuss, and take all necessary action on approving School Board Policies 2008 Meetings, 3003 Bidding for Construction, Remodeling, Repair, or Site Improvement, 3003.1 Bidding for Construction, Remodeling, Repair or related Projects Financed with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4017 Relations with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part Time Students, 5004 Option Enrollment, 5035 Student Discipline, 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions, 6009 Grade Placement and Academic Credit of Transfer Students, 6038 Student use of AI Tools with updates from KSB Law as written.
  - 11.c. Consider, discuss, and take all necessary action on deciding which paragraph to add to School Board Policy 4056 Resignation of Certificated Staff.
  - 11.d. Consider, discuss, and take all necessary action on approving new School Board Policies 3048 Communicable Disease, 3061 ACH Originator, 4065 Staff Use of AI Tools, and 6046 Right to Access to School Library Materials as written by KSB Law.
  - 11.e. Consider, discuss, and take all necessary action on approving school items such as plastic and metal chairs, student and teacher desks, tables, filing cabinets, and old school hallway lockers to be set aside for surplus so the school can sell these items at the city wide garage sale on June 13th.

- 11.f. Consider, discuss, and take all necessary action to approve the Hiland Milk bid for 2026/2027 school year.
- 11.g. Consider, discuss, and take all necessary action on approving the bid of 13,942.23 for the back curtain, operating line, master carrier and double end pulley on the stage in the north gym.
- 11.h. Consider, discuss, and take all necessary action on Mr. Webster's Evaluation.
- 12. Approve Board Members Who are Absent
- 13. Next meeting date and time
- 14. Adjournment

# June Elementary Board Report

As we conclude the 2025-2026 school year, I would like to share our final NWEA MAP Growth results and progress toward our School Improvement Goals.

The elementary school showed positive growth in both Reading and Math during the 2025-2026 school year.

- Math proficiency increased from **69.17%** in the fall to **76%** in the spring, exceeding our building goal of 5% growth.
- Reading proficiency increased from **70.29%** in the fall to **75%** in the spring.
- Overall, more students finished the year performing at or above grade-level expectations than at the beginning of the school year.

*Sutherland Elementary School*

## SCHOOL IMPROVEMENT ACTION PLAN Sutherland Elementary 2025/2026

<b>Building Goal 1:</b> Each grade level K-6th will grow <b>5%</b> (Fall-Spring) in the area of <b>% OF STUDENTS AT OR ABOVE GRADE LEVEL RIT</b> in READING, MATH, and SCIENCE			
MATH (FALL)	MATH (SPRING)	READING (FALL)	READING (SPRING)
69.17%	🎯 <b>74.17%</b> ( <b>76</b> )	70.29%	🎯 <b>75.29%</b> ( <b>75</b> )
<b>Building Goal 2:</b> Building Action Plan Goal 2: <b>55%</b> of students will meet their <b>PROJECTED GROWTH GOALS</b> from Fall-Spring in the areas of READING and MATH			
MATH (FALL-SPRING)	READING (FALL-SPRING)		
<b>67%</b>	<b>74%</b>		

### School Improvement Goal #1

Each grade level K-6 would grow 5% from fall to spring in the percentage of students performing at or above grade-level RIT in Reading, Math, and Science.

Results:

- Math proficiency increased by **6.17%** from fall to spring.
- Reading proficiency increased by **4.60%** from fall to spring.

### School Improvement Goal #2

At least 55% of students would meet their projected growth targets from fall to spring in Reading and Math.

Results:

- **67%** of students met projected growth targets in Math.
- **74%** of students met projected growth targets in Reading.

Both areas exceeded the district goal of 55%.

**Acadience Reading** increased from **70%** in the fall to **76%** in the spring.



Cash Receipt Listing - Summary  
May 2026

<u>Receipt Number</u>	<u>Received From ID/Name</u>	<u>Receipt Date</u>	<u>Description</u>	<u>Receipt Key</u>	<u>Amount</u>
Batch Description:	May 2026 General Receipts	Processing Month:	05/2026		
1	STATEOFNEB State of Nebraska	05/05/2026	MIPS	8902	739.71
2	LCTREAS Lincoln County Treas	05/12/2026	tax collections	8903	1,930,979.73
3	HOTLUNCHFU Hot Lunch Fund	05/20/2026	hot lunch taxes	8904	1,806.21
4	STATEOFNEB State of Nebraska	05/22/2026	sped reimbursement	8905	71,179.00
5	HAYESCENTE Hayes Center Public Schools	05/27/2026	distance learning	8906	1,542.00
5		05/27/2026	Purple Wave - Bus Sale	8907	5,100.00
6	STATEOFNEB State of Nebraska	05/27/2026	MIPS	8908	1,270.57
7	STATEOFNEB State of Nebraska	05/28/2026	MIPS	8909	739.71
8		05/29/2026	Wolken - Rent	8910	550.00
9	STATEOFNEB State of Nebraska	05/29/2026	State Aid	8911	44,533.00
9.1	ADAMSBANKT Adam's Bank & Trust	05/29/2026	interest	8912	8.37
9.2	ADAMSBANKT Adam's Bank & Trust	05/29/2026	interest - ics	8913	8,281.69
9.3	NLAF Nebraska Liquid Asset Fund	05/29/2026	interest	8914	2.43
				Batch Total:	2,066,732.42
				Report Total:	2,066,732.42

Fund: 01 General 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>
01 1100	Local Property Taxes	4,686,713.00	1,103,298.07	2,887,460.08	61.61	1,799,252.92
01 1115	Carline Tax	20,000.00	9,634.45	11,660.48	58.30	8,339.52
01 1120	Public Power Revenue	50,000.00	0.00	66,789.45	133.58	(16,789.45)
01 1125	Motor Vehicle	130,000.00	15,993.47	135,883.13	104.53	(5,883.13)
01 1140	Penalties & Interest on Taxes	0.00	0.00	0.00	0.00	0.00
01 1315	Tuition - Distance Education	15,000.00	1,542.00	13,878.00	92.52	1,122.00
01 1510	Interest on Investment	30,000.00	8,292.49	55,961.32	186.54	(25,961.32)
01 1910	Rent of School Facilities	6,600.00	550.00	4,950.00	75.00	1,650.00
01 1911	Local Fines & Fees	0.00	0.00	0.00	0.00	0.00
01 1925	Local Grants	7,000.00	0.00	4,462.02	63.74	2,537.98
01 1990	Other Local Revenue	3,000.00	5,100.00	6,810.00	227.00	(3,810.00)
Subtotal: LOCAL RECIEPTS		4,948,313.00	1,144,410.48	3,187,854.48	64.42	1,760,458.52
01 2110	County Fines & Licen	18,000.00	3,385.98	32,285.93	179.37	(14,285.93)
01 2130	Other County Receipts	0.00	0.00	0.00	0.00	0.00
01 2210	ESU Stipends	0.00	0.00	160.00	0.00	(160.00)
Subtotal: COUNTY AND ESU RECEIPTS		18,000.00	3,385.98	32,445.93	180.26	(14,445.93)
01 3110	State Aid	445,581.00	44,533.00	401,790.71	90.17	43,790.29
01 3120	Sp Ed Programs	350,000.00	71,179.00	477,348.00	136.39	(127,348.00)
01 3125	Sp Ed Transportation	5,000.00	0.00	0.00	0.00	5,000.00
01 3130	Homestead Exemption	0.00	1,140.06	23,420.18	0.00	(23,420.18)
01 3131	Property Tax Credit	0.00	791,740.29	1,582,203.09	0.00	(1,582,203.09)
01 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	Pro Rate Motor Veh	6,000.00	5,787.41	9,373.45	156.22	(3,373.45)
01 3400	State Apportionment	40,000.00	0.00	66,394.42	165.99	(26,394.42)
01 3512	Distance Education	32,000.00	0.00	32,620.70	101.94	(620.70)
01 3535	High Ability Learner Grant	5,000.00	0.00	0.00	0.00	5,000.00
01 3540	Early Childhood Endowment Grant	0.00	0.00	0.00	0.00	0.00
01 3551	Career Education	7,500.00	0.00	0.00	0.00	7,500.00
01 3990	Other State Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		891,081.00	914,379.76	2,593,150.55	291.01	(1,702,069.55)
01 4310	REAP	31,850.00	0.00	30,789.00	96.67	1,061.00
01 4418	IDEA PEaK Projects	0.00	0.00	0.00	0.00	0.00
01 4421	IDEA ARP Base	0.00	0.00	0.00	0.00	0.00
01 4422	IDEA Preschool ARP	0.00	0.00	0.00	0.00	0.00
01 4505	Title I Part A	26,422.00	0.00	23,039.00	87.20	3,383.00
01 4509	Title II, Part A	5,765.00	0.00	0.00	0.00	5,765.00
01 4512	IDEA Preschool Base	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA 619 Base/EP	2,108.00	0.00	2,114.00	100.28	(6.00)
01 4518	IDEA	72,164.00	0.00	75,116.00	104.09	(2,952.00)
01 4519	IDEA - Enrollment Poverty	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA Nonpublic	0.00	0.00	0.00	0.00	0.00
01 4524	Other Federal Receipts	0.00	0.00	0.00	0.00	0.00
01 4525	Revision Grant	0.00	0.00	0.00	0.00	0.00
01 4530	Other Fed Receipts(PBiS)	0.00	0.00	0.00	0.00	0.00
01 4708	Medicaid in Public Schools	3,000.00	1,479.42	4,994.78	166.49	(1,994.78)
01 4709	MAAPS	3,000.00	1,270.57	3,993.74	133.12	(993.74)
01 4710	Local Grants	0.00	0.00	0.00	0.00	0.00
01 4969	Title IV Part A	10,000.00	0.00	0.00	0.00	10,000.00
01 4997	ESSER II	0.00	0.00	0.00	0.00	0.00
01 4998 0	ESSER III	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		154,309.00	2,749.99	140,046.52	90.76	14,262.48
01 5200	Fund Transfers	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	0.00	0.00	0.00

Fund: 01      General 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>
01 9000	Non Programmed Rec	0.00	1,806.21	16,128.18	0.00	(16,128.18)
01 9001	Interfund Loan From General	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	1,806.21	16,128.18	0.00	(16,128.18)
Fund Total:		6,011,703.00	2,066,732.42	5,969,625.66	99.30	42,077.34

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June 2026

User ID: AJM

Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01	General Fund					
01 1100 111 001	Teacher Salaries - HS	813,615.00	66,268.42	667,559.24	146,055.76	82.05
01 1100 111 002	Teacher Salaries - Elem	747,223.00	57,993.59	552,784.91	194,438.09	73.98
01 1100 112 001	Para Salaries - HS	12,406.00	1,877.79	20,493.57	(8,087.57)	165.19
01 1100 112 002	Para Salaries - Elem	83,480.00	3,741.01	71,743.44	11,736.56	85.94
01 1100 114 000	Tech Salary	92,823.00	7,698.17	76,981.70	15,841.30	82.93
01 1100 116 000	Nurse Salary	28,240.00	1,147.20	26,512.97	1,727.03	93.88
01 1100 123 001	Substitutes - HS	30,000.00	5,270.00	70,777.50	(40,777.50)	235.93
01 1100 123 002	Substitutes - Elem	35,000.00	2,990.00	61,930.00	(26,930.00)	176.94
01 1100 150 001	Add'l Comp Classified - HS	56,000.00	666.67	53,334.10	2,665.90	95.24
01 1100 151 001	Add'l Comp - Teachers HS	140,000.00	11,357.49	114,354.90	25,645.10	81.68
01 1100 151 002	Add'l Comp - Teachers Elem	38,310.00	1,162.67	12,226.70	26,083.30	31.92
01 1100 152 001	Add'l Comp - Paras HS	0.00	0.00	0.00	0.00	0.00
01 1100 211 001	Health Insurance - HS	157,046.00	12,330.37	123,031.27	34,014.73	78.34
01 1100 211 002	Health Insurance - Elem	111,691.00	9,890.36	90,411.07	21,279.93	80.95
01 1100 212 002	Health Insurance	0.00	0.00	2,215.32	(2,215.32)	0.00
01 1100 214 000	Health Insurance - Tech	20,428.00	876.98	8,769.80	11,658.20	42.93
01 1100 216 000	Insurance - Nurse	6,248.00	0.00	6,247.26	0.74	99.99
01 1100 220 001	Social Security - Classified HS	3,437.00	49.67	4,071.07	(634.07)	118.45
01 1100 221 001	Social Security - HS Teach	78,085.00	6,298.82	63,420.17	14,664.83	81.22
01 1100 221 002	Social Security - Elem Teach	65,205.00	4,937.59	47,366.89	17,838.11	72.64
01 1100 222 001	Social Security - HS Paras	950.00	143.65	1,567.72	(617.72)	165.02
01 1100 222 002	Social Security - Elem Paras	6,387.00	285.29	5,476.86	910.14	85.75
01 1100 223 001	Social Security - HS Subs	2,295.00	403.10	5,414.46	(3,119.46)	235.92
01 1100 223 002	Social Security - Elem Subs	2,680.00	228.75	4,737.74	(2,057.74)	176.78
01 1100 224 000	Social Security - Tech	7,101.00	588.91	5,889.10	1,211.90	82.93
01 1100 226 000	Social Security - Nurse	2,160.00	85.95	2,010.17	149.83	93.06
01 1100 230 001	Retirement - Classified HS	590.00	49.02	490.20	99.80	83.08
01 1100 231 001	Retirement - HS Teach	59,900.00	5,707.68	56,823.13	3,076.87	94.86
01 1100 231 002	Retirement - Elem Teach	55,000.00	4,349.63	41,544.01	13,455.99	75.53
01 1100 232 001	Retirement - HS Paras	1,000.00	58.00	1,009.96	(9.96)	101.00
01 1100 232 002	Retirement - Elem Paras	6,140.00	275.09	5,275.20	864.80	85.92
01 1100 233 001	Retirement - HS Subs	300.00	126.47	1,327.56	(1,027.56)	442.52
01 1100 233 002	Retirement - Elem Subs	200.00	129.41	1,353.29	(1,153.29)	676.65
01 1100 234 000	Retirement - Tech	6,825.00	566.03	5,660.30	1,164.70	82.93
01 1100 236 000	Retirement - Nurse	2,076.00	84.35	1,949.44	126.56	93.90
01 1100 237 000	Retirement Inc Cont - Dist	3,100.00	64.32	752.60	2,347.40	24.28
01 1100 237 001	Retirement Inc Cont - HS	25,150.00	587.61	5,899.57	19,250.43	23.46
01 1100 237 002	Retirement Inc Cont - Elem	22,830.00	470.19	4,764.26	18,065.74	20.87
01 1100 281 001	Health Benefits - HS Teach	71,380.00	6,052.04	60,352.38	11,027.62	84.55
01 1100 281 002	Health Benefits - Elem Teach	82,770.00	7,062.81	69,719.84	13,050.16	84.23
01 1100 443 000	Rentals & Leases - Dist	5,000.00	0.00	0.00	5,000.00	0.00
01 1100 443 001	Rentals & Leases - HS	40,000.00	77.70	737.80	39,262.20	1.84
01 1100 443 002	Rentals & Leases - Elem	10,000.00	0.00	2,834.30	7,165.70	28.34
01 1100 580 000	Travel & Mileage - Dist	500.00	0.00	1,639.75	(1,139.75)	327.95
01 1100 580 001	Travel & Mileage - HS	500.00	0.00	0.00	500.00	0.00
01 1100 580 002	Travel & Mileage - Elem	500.00	0.00	0.00	500.00	0.00
01 1100 610 000	Instruction Supply - Dist	17,000.00	885.27	6,655.18	10,344.82	39.15
01 1100 610 001	Instructional Supply - HS	25,000.00	978.81	12,999.68	12,000.32	52.00
01 1100 610 002	Instructional Supply - Elem	23,000.00	460.71	6,443.96	16,556.04	28.02
01 1100 640 000	Instructional Textbooks - Dist	3,000.00	0.00	0.00	3,000.00	0.00
01 1100 640 001	Instructional Textbooks - HS	20,000.00	0.00	0.00	20,000.00	0.00
01 1100 640 002	Instructional Textbooks - Elem	60,000.00	0.00	0.00	60,000.00	0.00
01 1100 643 000	Computer Software - Dist	18,000.00	3,032.72	20,954.28	(2,954.28)	116.41
01 1100 643 001	Computer Software - HS	5,000.00	0.00	0.00	5,000.00	0.00
01 1100 643 002	Computer Software - Elem	8,000.00	2,754.12	2,754.12	5,245.88	34.43
01 1100 650 000	Tech Supplies - Dist	8,000.00	1,874.99	20,258.91	(12,258.91)	253.24
01 1100 650 001	Tech Supplies - HS	5,000.00	0.00	0.00	5,000.00	0.00
01 1100 650 002	Tech Supplies - Elem	1,000.00	0.00	1,317.56	(317.56)	131.76

Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 1100 731 000	Equipment - District	3,000.00	0.00	398.00	2,602.00	13.27
01 1100 731 001	Equipment - HS	3,000.00	0.00	3,264.60	(264.60)	108.82
01 1100 731 002	Equipment - Elem	3,000.00	0.00	0.00	3,000.00	0.00
01 1100 733 000	Furniture - District	1,000.00	0.00	8.24	991.76	0.82
01 1100 733 001	Furniture - HS	2,000.00	0.00	0.00	2,000.00	0.00
01 1100 733 002	Furniture - Elem	2,000.00	0.00	0.00	2,000.00	0.00
01 1100 734 000	Tech Equip - Dist	6,000.00	0.00	3,371.68	2,628.32	56.19
01 1100 734 001	Tech Equip - HS	6,000.00	0.00	0.00	6,000.00	0.00
01 1100 734 002	Tech Equip - Elem	3,000.00	0.00	0.00	3,000.00	0.00
01 1100 890 000	Other Expense - Dist	13,000.00	50.00	4,433.68	8,566.32	34.11
01 1100 890 001	Other Expense - HS	6,000.00	120.00	2,132.45	3,867.55	35.54
01 1100 890 002	Other Expense - Elem	6,000.00	15.00	1,024.80	4,975.20	17.08
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,181,571.00	232,124.42	2,447,478.66	734,092.34	76.93
01 1160 112 001	Poverty Instruction - HS	0.00	0.00	0.00	0.00	0.00
01 1160 112 002	Poverty Instruction - Elem	0.00	0.00	0.00	0.00	0.00
1160	PROVERTY PROGRAMS	0.00	0.00	0.00	0.00	0.00
01 1190 111 002	PreK Teacher Salary	44,390.00	3,699.17	36,991.70	7,398.30	83.33
01 1190 112 002	PreK Para Salary	10,800.00	514.88	6,759.25	4,040.75	62.59
01 1190 123 002	PreK Subs	0.00	0.00	0.00	0.00	0.00
01 1190 151 002	ADD'L COMP TEACHERS	700.00	0.00	120.00	580.00	17.14
01 1190 211 002	PreK Health Insurance	31,136.00	2,472.95	24,729.50	6,406.50	79.42
01 1190 221 002	PreK Social Security - Teach	3,396.00	282.99	2,839.08	556.92	83.60
01 1190 222 002	PreK Social Security - Para	826.00	39.39	517.10	308.90	62.60
01 1190 223 002	PK Substitute SS	0.00	0.00	0.00	0.00	0.00
01 1190 231 002	PreK Retirement - Teach	3,316.00	271.99	2,728.73	587.27	82.29
01 1190 232 002	PreK Retirement - Para	795.00	37.86	497.01	297.99	62.52
01 1190 237 002	PreK Retirement Inc Cont	1,412.00	30.64	319.03	1,092.97	22.59
01 1190 330 000	Pre K Transportation	200.00	0.00	0.00	200.00	0.00
01 1190 330 002	Pre K Training & Development	100.00	15.00	15.00	85.00	15.00
01 1190 580 002	Pre K Travel	100.00	0.00	0.00	100.00	0.00
01 1190 610 002	Pre K Supplies	1,000.00	254.70	845.21	154.79	84.52
01 1190 734 002	Pre K Computer Hardware	0.00	0.00	0.00	0.00	0.00
01 1190 890 002	PreK Other Expense	50.00	0.00	75.00	(25.00)	150.00
1190	EARLY CHILDHOOD ED PROGRAMS	98,221.00	7,619.57	76,436.61	21,784.39	77.82
01 1200 111 001	Sped Teacher Salaries - HS	66,778.00	5,789.27	53,513.50	13,264.50	80.14
01 1200 111 002	Sped Teachers Salary - Elem	107,308.00	8,122.03	87,938.36	19,369.64	81.95
01 1200 112 001	Sped Para Salaries - HS	63,683.00	3,777.36	55,422.79	8,260.21	87.03
01 1200 112 002	Sped Para Salaries - Elem	63,683.00	4,106.60	71,230.18	(7,547.18)	111.85
01 1200 123 001	Sped Sub Salaries - HS	3,500.00	40.00	4,415.00	(915.00)	126.14
01 1200 123 002	Sped Sub Salaries - Elem	3,500.00	1,010.00	7,203.40	(3,703.40)	205.81
01 1200 151 001	Sped Add'l Comp - HS	2,500.00	0.00	258.78	2,241.22	10.35
01 1200 151 002	Sped Add'l Comp - Elem	2,500.00	32.17	321.70	2,178.30	12.87
01 1200 211 001	Sped Health Ins.Teach - HS	26,800.00	2,111.63	21,116.30	5,683.70	78.79
01 1200 211 002	Health Insurance - Elem	31,136.00	2,472.95	24,853.64	6,282.36	79.82
01 1200 221 001	Sped Soc Sec Teach - HS	5,380.00	426.28	3,951.81	1,428.19	73.45
01 1200 221 002	Sped Soc Sec Teach - Elem	9,514.00	696.31	7,476.97	2,037.03	78.59
01 1200 222 001	Sped Soc Sec Para - HS	4,875.00	288.97	4,239.83	635.17	86.97
01 1200 222 002	Sped Soc Sec Paras - Elem	4,875.00	313.25	5,440.00	(565.00)	111.59
01 1200 223 001	Sped Soc Sec Subs - HS	268.00	3.06	337.73	(69.73)	126.02
01 1200 223 002	Sped Soc Sec Subs - Elem	268.00	77.26	550.98	(282.98)	205.59
01 1200 231 001	Sped Retire Teach - HS	5,168.00	425.67	3,953.76	1,214.24	76.50
01 1200 231 002	Sped Retire Teach - Elem	8,150.00	599.56	6,489.60	1,660.40	79.63
01 1200 232 001	Sped Retire Paras - HS	485.00	277.75	4,075.13	(3,590.13)	840.23
01 1200 232 002	Sped Retire Paras - Elem	4,685.00	301.94	5,237.40	(552.40)	111.79
01 1200 233 001	Sped Retire Subs - HS	100.00	2.94	2.94	97.06	2.94
01 1200 233 002	Sped Retire Subs - Elem	100.00	0.00	9.07	90.93	9.07
01 1200 237 001	Sped Retire Inc Cont-HS	3,383.00	69.86	794.38	2,588.62	23.48
01 1200 237 002	Sped Retire Inc Cont-Elem	4,406.00	89.16	1,160.79	3,245.21	26.35
01 1200 281 001	Sped Teach Health Ben - HS	4,336.00	361.32	3,613.20	722.80	83.33

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Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 1200 281 002	Sped Teach Health Ben-Elem	13,600.00	1,129.84	11,298.40	2,301.60	83.08
01 1200 340 001	Professional Services - HS	11,590.00	965.83	9,658.30	1,931.70	83.33
01 1200 340 002	Professional Services - Elem	15,711.00	1,309.25	13,092.50	2,618.50	83.33
01 1200 591 001	Sped Services - HS	64,938.00	12,864.50	64,362.17	575.83	99.11
01 1200 591 002	Sped Services - Elem	55,466.00	2,198.01	45,995.39	9,470.61	82.93
01 1200 610 001	Sped Supplies - HS	7,500.00	0.00	1,830.29	5,669.71	24.40
01 1200 610 002	Sped Supplies - Elem	7,500.00	0.00	1,127.60	6,372.40	15.03
01 1200 643 000	Sped Software	2,000.00	0.00	0.00	2,000.00	0.00
01 1200 733 001	Sped Equipment - HS	2,000.00	0.00	0.00	2,000.00	0.00
01 1200 733 002	Sped Equipment - Elem	2,000.00	0.00	0.00	2,000.00	0.00
01 1200 890 001	Sped Other Exp - HS	10,000.00	0.00	75.00	9,925.00	0.75
01 1200 890 002	Sped Other Exp - Elem	10,000.00	0.00	0.00	10,000.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	629,686.00	49,862.77	521,046.89	108,639.11	82.75
01 1291 591 002	3-5 Special Ed Services	1,000.00	0.00	0.00	1,000.00	0.00
1291	Special Ed Ages 3-5	1,000.00	0.00	0.00	1,000.00	0.00
01 1292 591 002	Birth-2 Services	300.00	0.00	0.00	300.00	0.00
1292	Special Ed B-2	300.00	0.00	0.00	300.00	0.00
01 1300 111 001	Summer School	5,000.00	0.00	0.00	5,000.00	0.00
1300	Summer School	5,000.00	0.00	0.00	5,000.00	0.00
01 2110 643 000	Attendance Services	8,000.00	0.00	7,675.80	324.20	95.95
2110	ATTENDANCE AND SOCIAL WORK SERVICES	8,000.00	0.00	7,675.80	324.20	95.95
01 2120 111 000	Guidance Salary - Dist	75,270.00	6,272.50	62,725.00	12,545.00	83.33
01 2120 151 000	Guidance - Add'l Comp	7,925.00	561.29	5,612.90	2,312.10	70.83
01 2120 211 000	Guidance Health Ins	31,136.00	2,437.62	24,376.20	6,759.80	78.29
01 2120 221 000	Guidance Social Security	6,364.00	512.10	5,121.03	1,242.97	80.47
01 2120 231 000	Guidance Retirement	6,117.00	502.48	5,024.79	1,092.21	82.14
01 2120 237 000	Guidance Retire Inc Cont	2,101.00	49.70	496.99	1,604.01	23.65
01 2120 610 001	Pupil Support - HS	15,000.00	125.00	6,541.63	8,458.37	43.61
01 2120 610 002	Pupil Support - Elem	8,000.00	389.25	4,623.70	3,376.30	57.80
01 2120 890 001	Guidance Other Exp - HS	600.00	0.00	184.00	416.00	30.67
01 2120 890 002	Guidance Other Exp - Elem	300.00	0.00	0.00	300.00	0.00
2120	GUIDANCE SERVICES	152,813.00	10,849.94	114,706.24	38,106.76	75.06
01 2140 320 000	Mental Health Specialist	10,000.00	818.66	8,186.60	1,813.40	81.87
2140	Psychological Services	10,000.00	818.66	8,186.60	1,813.40	81.87
01 2141 591 001	Psychology Services - HS	24,567.00	2,068.63	20,686.30	3,880.70	84.20
01 2141 591 002	Psychology Services - Elem	24,900.00	2,068.63	20,686.30	4,213.70	83.08
2141	PSYCHOLOGICAL SERVICES	49,467.00	4,137.26	41,372.60	8,094.40	83.64
01 2151 591 001	Speech Services - HS	88,589.00	1,131.97	6,116.05	82,472.95	6.90
01 2151 591 002	Speech Services	0.00	14,408.76	78,816.37	(78,816.37)	0.00
01 2151 610 002	Speech Supplies	1,500.00	0.00	0.00	1,500.00	0.00
2151	SPEECH SERVICES	90,089.00	15,540.73	84,932.42	5,156.58	94.28
01 2161 591 001	Occupational Therapy - HS	48,109.00	359.16	2,462.04	45,646.96	5.12
01 2161 591 002	Occupational Therapy - Elem	0.00	5,746.56	42,546.96	(42,546.96)	0.00
2161	OCCUPATIONAL THERAPY	48,109.00	6,105.72	45,009.00	3,100.00	93.56
01 2171 591 001	Physical Therapy - HS	19,609.00	455.50	2,277.50	17,331.50	11.61
01 2171 591 002	Physical Therapy - Elem	0.00	3,188.50	17,764.50	(17,764.50)	0.00
2171	PHYSICAL THERAPY	19,609.00	3,644.00	20,042.00	(433.00)	102.21
01 2220 111 000	Library Salary	71,796.00	5,983.00	59,830.00	11,966.00	83.33
01 2220 151 000	Library Add'l Comp	4,555.00	84.68	846.80	3,708.20	18.59
01 2220 211 000	Libr Health Insur	26,800.00	2,111.63	21,116.30	5,683.70	78.79
01 2220 221 000	Libr Social Security	6,364.00	463.48	4,634.79	1,729.21	72.83
01 2220 231 000	Librarian Retirement	5,615.00	446.15	4,461.50	1,153.50	79.46
01 2220 237 000	Library Retire Inc Cont	1,928.00	44.12	441.21	1,486.79	22.88
01 2220 281 000	Library Health Benefit	4,336.00	361.32	3,613.20	722.80	83.33
01 2220 610 000	Library Supplies	1,000.00	0.00	978.75	21.25	97.88
01 2220 640 000	Library Books & Periodicals	5,000.00	0.00	3,898.97	1,101.03	77.98
01 2220 641 000	Audio Visual Material	1,000.00	0.00	375.00	625.00	37.50
01 2220 650 000	Library Technology Supplies	2,500.00	0.00	3,161.03	(661.03)	126.44

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01 2220 733 000	Library Furniture	500.00	0.00	0.00	500.00	0.00
01 2220 734 000	Library Tech Equipment	1,000.00	0.00	0.00	1,000.00	0.00
01 2220 890 000	Other Expense	300.00	0.00	0.00	300.00	0.00
2220 SCHOOL LIBRARY		132,694.00	9,494.38	103,357.55	29,336.45	77.89
01 2224 382 000	Distance Learning	23,000.00	0.00	23,000.00	0.00	100.00
2224 EDUCATIONAL TELEVISION SERVICES		23,000.00	0.00	23,000.00	0.00	100.00
01 2310 340 000	Superintendent Search	0.00	0.00	0.00	0.00	0.00
01 2310 520 000	Liability Insurance	13,440.00	0.00	13,432.65	7.35	99.95
01 2310 521 000	Board Fidelity Bond	100.00	0.00	0.00	100.00	0.00
01 2310 580 000	Board Mileage	500.00	0.00	0.00	500.00	0.00
01 2310 810 000	Board Supt Dues Fees	9,000.00	4,740.00	12,031.02	(3,031.02)	133.68
01 2310 890 000	Board Other Expense	4,000.00	0.00	2,624.78	1,375.22	65.62
2310 BOARD OF EDUCATION		27,040.00	4,740.00	28,088.45	(1,048.45)	103.88
01 2320 105 000	Superintendent Salary	130,000.00	10,833.33	108,333.30	21,666.70	83.33
01 2320 215 000	Superintendent Health Ins	31,136.00	2,472.95	24,729.50	6,406.50	79.42
01 2320 225 000	Superintendent Soc Sec	9,945.00	810.86	8,124.45	1,820.55	81.69
01 2320 235 000	Superintendent Retirement	9,559.00	796.55	7,965.50	1,593.50	83.33
01 2320 237 000	Supt Retire Inc Cont	3,283.00	78.78	787.80	2,495.20	24.00
01 2320 580 000	Supt. Travel & Mileage	500.00	0.00	659.95	(159.95)	131.99
01 2320 610 000	Supt Supplies	2,500.00	0.00	0.00	2,500.00	0.00
01 2320 733 000	Supt Furniture	1,000.00	0.00	0.00	1,000.00	0.00
01 2320 810 000	Supt Dues, Fees	4,500.00	2,519.87	4,035.15	464.85	89.67
01 2320 890 000	Supt. Other Expense	4,000.00	0.00	3,289.77	710.23	82.24
2320 EXECUTIVE ADMINISTRATION		196,423.00	17,512.34	157,925.42	38,497.58	80.40
01 2330 317 000	Legal Services	15,000.00	2,434.50	13,459.00	1,541.00	89.73
2330 DISTRICT LEGAL SERVICES		15,000.00	2,434.50	13,459.00	1,541.00	89.73
01 2410 110 001	Clerical Salary - HS	40,290.00	3,175.54	32,589.03	7,700.97	80.89
01 2410 110 002	Clerical Salary - Elem	31,570.00	1,597.74	27,808.86	3,761.14	88.09
01 2410 111 001	Principal Salary - HS	112,350.00	9,362.50	93,625.00	18,725.00	83.33
01 2410 111 002	Principal Salary - Elem	95,000.00	7,916.67	79,166.70	15,833.30	83.33
01 2410 130 001	Clerical Overtime - HS	0.00	0.00	0.00	0.00	0.00
01 2410 151 001	Principal Add'l Comp - HS	500.00	0.00	0.00	500.00	0.00
01 2410 151 002	Principal Add'l Comp - Elem	500.00	0.00	0.00	500.00	0.00
01 2410 211 001	Principal Health Ins - HS	26,790.00	2,111.63	21,116.30	5,673.70	78.82
01 2410 211 002	Principal Health Ins - Elem	31,136.00	2,472.95	24,729.50	6,406.50	79.42
01 2410 220 001	Clerical Soc Sec - HS	3,080.00	242.93	2,493.05	586.95	80.94
01 2410 220 002	Clerical Soc Sec - Elem	2,415.00	119.02	2,091.02	323.98	86.58
01 2410 221 001	Principal Soc Sec - HS	8,595.00	716.24	7,162.40	1,432.60	83.33
01 2410 221 002	Principal Soc Sec - Elem	7,268.00	603.60	6,036.00	1,232.00	83.05
01 2410 230 001	Clerical Retirement - HS	2,963.00	233.49	2,396.20	566.80	80.87
01 2410 230 002	Clerical Retirement - Elem	2,322.00	117.48	2,044.71	277.29	88.06
01 2410 231 001	Principal Retirement - HS	8,297.00	688.41	6,884.10	1,412.90	82.97
01 2410 231 002	Principal Retirement - Elem	7,022.00	582.10	5,821.00	1,201.00	82.90
01 2410 237 001	Prin Retire Inc Cont-HS	3,867.00	91.17	917.78	2,949.22	23.73
01 2410 237 002	Prin Retire Inc Cont-Elem	3,209.00	69.19	777.92	2,431.08	24.24
01 2410 281 001	Health Benefits - HS	4,346.00	361.32	3,613.20	732.80	83.14
01 2410 281 002	Health Benefits - Elem	0.00	0.00	0.00	0.00	0.00
01 2410 580 001	Principal Trave Exp - HS	500.00	0.00	1,842.57	(1,342.57)	368.51
01 2410 580 002	Principal Travel - Elem	500.00	0.00	140.00	360.00	28.00
01 2410 610 001	Principal Supply - HS	1,000.00	74.88	3,016.35	(2,016.35)	301.64
01 2410 610 002	Principal Supply - Elem	1,000.00	0.00	179.00	821.00	17.90
01 2410 733 001	Principal Furniture - HS	1,000.00	0.00	0.00	1,000.00	0.00
01 2410 733 002	Principal Furniture - Elem	1,000.00	0.00	0.00	1,000.00	0.00
01 2410 810 001	Dues & Fees - HS	1,250.00	0.00	720.00	530.00	57.60
01 2410 810 002	Dues & Fees - Elem	1,250.00	0.00	205.00	1,045.00	16.40
01 2410 890 001	Principal Other Exp - HS	1,250.00	0.00	478.23	771.77	38.26
01 2410 890 002	Principal Other Exp - Elem	1,250.00	0.00	137.07	1,112.93	10.97
2410 OFFICE OF PRINCIPAL		401,520.00	30,536.86	325,990.99	75,529.01	81.19

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01 2510 116 000	Bookkeeper Salary	66,915.00	5,424.83	55,376.49	11,538.51	82.76
01 2510 216 000	Bookkeeper Health Ins	31,136.00	1,622.43	20,476.90	10,659.10	65.77
01 2510 226 000	Bookkeeper Social Security	5,120.00	410.62	4,186.03	933.97	81.76
01 2510 236 000	Bookkeeper Retirement	4,920.00	398.88	4,071.72	848.28	82.76
01 2510 237 000	Retirement Inc Cont	1,690.00	39.45	402.68	1,287.32	23.83
01 2510 271 000	Workman Compensation	18,274.00	0.00	20,187.00	(1,913.00)	110.47
01 2510 286 000	Bookkeeper Health Ben	31,136.00	0.00	0.00	31,136.00	0.00
01 2510 315 000	Auditing Services	10,050.00	0.00	11,800.00	(1,750.00)	117.41
01 2510 382 000	Telephone	20,000.00	1,531.95	15,828.73	4,171.27	79.14
01 2510 443 000	Copiers	15,000.00	1,129.02	14,227.07	772.93	94.85
01 2510 531 000	Postage	4,000.00	0.00	2,186.97	1,813.03	54.67
01 2510 540 000	Advertising	3,000.00	110.86	2,284.24	715.76	76.14
01 2510 610 000	Office Supplies	1,200.00	0.00	949.73	250.27	79.14
01 2510 643 000	Office Software	14,000.00	0.00	6,957.80	7,042.20	49.70
01 2510 890 000	Other Expense	1,000.00	0.00	686.75	313.25	68.68
2510	GENERAL ADMIN-BUSINESS SERVICE	227,441.00	10,668.04	159,622.11	67,818.89	70.18
01 2610 410 000	Water & Sewer	22,000.00	1,341.37	15,062.57	6,937.43	68.47
01 2610 520 000	Property Insurance	58,210.00	0.00	58,208.15	1.85	100.00
01 2610 610 000	Supplies	45,000.00	8,906.42	53,462.76	(8,462.76)	118.81
01 2610 621 000	Fuel	105,000.00	5,348.93	82,227.77	22,772.23	78.31
01 2610 890 000	Other Expense	1,000.00	0.00	200.00	800.00	20.00
2610	MAINTENANCE & CUSTODIAL	231,210.00	15,596.72	209,161.25	22,048.75	90.46
01 2620 110 000	Custodial Salaries	183,880.00	15,173.15	134,359.26	49,520.74	73.07
01 2620 210 000	Health Insurance	76,553.00	3,347.70	49,780.20	26,772.80	65.03
01 2620 220 000	Social Security	14,067.00	1,156.97	10,228.50	3,838.50	72.71
01 2620 230 000	Retirement	13,520.00	970.42	9,484.52	4,035.48	70.15
01 2620 237 000	Custodian Retire Inc Cont	4,643.00	95.97	938.03	3,704.97	20.20
01 2620 280 000	Health Benefits	0.00	107.63	645.76	(645.76)	0.00
01 2620 431 000	Maintenance of Buildings	90,000.00	3,610.60	70,626.98	19,373.02	78.47
2620	OPERATION OF BUILDING	382,663.00	24,462.44	276,063.25	106,599.75	72.14
01 2630 431 000	Maintenance Of Groun	25,000.00	5,352.95	13,577.13	11,422.87	54.31
01 2630 890 000	Other Expense	4,000.00	0.00	0.00	4,000.00	0.00
2630	MAINTENANCE OF GROUNDS	29,000.00	5,352.95	13,577.13	15,422.87	46.82
01 2660 610 000	School Safety & Security	20,000.00	0.00	556.00	19,444.00	2.78
2660	SCHOOL SAFETY & SECURITY	20,000.00	0.00	556.00	19,444.00	2.78
01 2670 610 000	SUPPLIES	1,000.00	0.00	771.27	228.73	77.13
2670	Safety	1,000.00	0.00	771.27	228.73	77.13
01 2710 110 000	Drivers Salary	75,090.00	6,991.93	72,947.80	2,142.20	97.15
01 2710 210 000	Health Insurance	12,000.00	943.57	10,081.45	1,918.55	84.01
01 2710 220 000	Driver Social Security	5,745.00	534.87	5,577.48	167.52	97.08
01 2710 230 000	Drivers Retire	5,522.00	394.11	4,042.00	1,480.00	73.20
01 2710 237 000	Drivers Retire Inc Cont	1,383.00	38.98	399.77	983.23	28.91
01 2710 280 000	Health Benefits	0.00	161.44	968.66	(968.66)	0.00
01 2710 332 000	Mileage To Parents	1,000.00	0.00	0.00	1,000.00	0.00
01 2710 519 000	Purchased Transportation	1,000.00	0.00	0.00	1,000.00	0.00
01 2710 520 000	Vehicle Liability Insurance	17,910.00	0.00	17,910.20	(0.20)	100.00
01 2710 626 000	Gas & Oil	25,000.00	1,797.24	18,251.15	6,748.85	73.00
01 2710 732 000	Vehicle Acquisition	85,000.00	0.00	174,750.00	(89,750.00)	205.59
01 2710 890 000	Other Expense	6,000.00	544.16	4,118.92	1,881.08	68.65
2710	TRANSPORTATION	235,650.00	11,406.30	309,047.43	(73,397.43)	131.15
01 2712 332 001	Sped Mileage - HS	500.00	0.00	0.00	500.00	0.00
01 2712 332 002	Sped Mileage - Elem	500.00	0.00	0.00	500.00	0.00
2712	Sped Transportation	1,000.00	0.00	0.00	1,000.00	0.00
01 2730 431 000	Vehicle Repairs & Maint	35,000.00	455.46	26,880.28	8,119.72	76.80
2730	Vehicle Servicing & Maintenance	35,000.00	455.46	26,880.28	8,119.72	76.80
01 3400 610 001	Local Grants - HS	5,000.00	150.00	3,359.97	1,640.03	67.20
01 3400 610 002	Local Grants - Elem	5,000.00	0.00	604.50	4,395.50	12.09
3400	CATEGORICAL GRANTS FROM CORPORATIONS & O	10,000.00	150.00	3,964.47	6,035.53	39.64

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01 3535 610 001	HAL Grant - HS	2,500.00	2,860.00	3,600.00	(1,100.00)	144.00
01 3535 610 002	HAL Grant - Elem	2,500.00	0.00	48.00	2,452.00	1.92
3535	HIGH ABILITY LEARNER	5,000.00	2,860.00	3,648.00	1,352.00	72.96
01 3551 610 001	Career Education	7,500.00	0.00	8,011.09	(511.09)	106.81
3551	CAREER EDUCATION	7,500.00	0.00	8,011.09	(511.09)	106.81
01 6200 111 002	Title I Part A Salaries	15,841.00	0.00	25,090.00	(9,249.00)	158.39
01 6200 211 002	Title I Part A Benefits	5,000.00	0.00	5,858.30	(858.30)	117.17
01 6200 221 002	Title I Part A SS	1,469.00	0.00	1,900.20	(431.20)	129.35
01 6200 231 002	Title I Part A Retirement	1,898.00	0.00	1,844.85	53.15	97.20
01 6200 237 002	Title I Part A Ret Inc Cont	0.00	0.00	182.50	(182.50)	0.00
01 6200 395 002	Contract Fee	2,214.00	0.00	2,113.76	100.24	95.47
6200	TITLE I PART A	26,422.00	0.00	36,989.61	(10,567.61)	140.00
01 6310 111 002	Title II Part A	10,320.00	0.00	0.00	10,320.00	0.00
01 6310 211 002	Title IIa Health Insurance	5,445.00	0.00	0.00	5,445.00	0.00
01 6310 281 002	Teacher Health Benefit	0.00	0.00	0.00	0.00	0.00
6310	TITLE II PART A	15,765.00	0.00	0.00	15,765.00	0.00
01 6406 395 002	IDEA 619 Base/EP 3-4	2,108.00	0.00	2,108.00	0.00	100.00
6406	IDEA 619 PRESCHOOL	2,108.00	0.00	2,108.00	0.00	100.00
01 6408 395 000	IDEA	72,164.00	0.00	72,164.00	0.00	100.00
6408	IDEA	72,164.00	0.00	72,164.00	0.00	100.00
01 6412 395 002	IDEA Nonpublic	0.00	0.00	0.00	0.00	0.00
6412	IDEA NONPUBLIC	0.00	0.00	0.00	0.00	0.00
01 6969 890 000	Title IV Part A	0.00	0.00	0.00	0.00	0.00
6969	Title IV Part A	0.00	0.00	0.00	0.00	0.00
01 6992 734 000	REAP	31,850.00	0.00	30,789.00	1,061.00	96.67
6992	REAP	31,850.00	0.00	30,789.00	1,061.00	96.67
01 8000 751 000	Student Fees Transfer	0.00	0.00	0.00	0.00	0.00
01 8000 912 000	Transfer to Hot Lunch	30,000.00	0.00	0.00	30,000.00	0.00
01 8000 913 000	Activity Transfer	20,000.00	0.00	0.00	20,000.00	0.00
8000	TRANSFERS (OUTGOING)	50,000.00	0.00	0.00	50,000.00	0.00
01 9000 890 000	Other Budget Authority	1,898,350.00	0.00	0.00	1,898,350.00	0.00
01 9000 900 000	Non-programmed Exp.	0.00	0.00	16,128.18	(16,128.18)	0.00
9000	NON-PROGRAM EXPENDITURES	1,898,350.00	0.00	16,128.18	1,882,221.82	0.85
01 9002 001 000	Interfund Loan - Bond	0.00	0.00	0.00	0.00	0.00
9002	Loan to Bond	0.00	0.00	0.00	0.00	0.00
		8,371,665.00	466,373.06	5,188,189.30	3,183,475.70	61.97
01	General Fund	8,371,665.00	466,373.06	5,188,189.30	3,183,475.70	61.97

**REVOLVING BUSINESS ACCOUNT**

<b>CK#</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
5263	UNL - conference	\$ 150.00
5264	Hi Line Coop - tire repair	\$ 75.00
5265	Isabelle Auction	\$ 843.70
	TOTAL	<u>\$ 1,068.70</u>

**DEPRECIATION FUND**

Fisher Tracks Inc.	\$ 98,869.00
	<u>\$ 98,869.00</u>

**BUILDING FUND**

\$ -

## Activity Fund Balance Report - Summary

5/1/2026 - 5/31/2026

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
Class of 2024	545.27	0.00	0.00	545.27
Class of 2025	2,449.97	0.00	0.00	2,449.97
Class of 2026	2,427.75	0.00	0.00	2,427.75
Class of 2027	987.19	0.00	0.00	987.19
Class of 2028	5,209.26	0.00	0.00	5,209.26
Class of 2029	9,792.19	0.00	0.00	9,792.19
Class of 2030	2,399.00	0.00	0.00	2,399.00
Class of 2031	1,875.30	0.00	0.00	1,875.30
Class of 2033	0.00	0.00	0.00	0.00
Athletics	(50,677.57)	668.87	5,761.00	(45,585.44)
District #55	3,870.75	0.00	156.95	4,027.70
Host Site	0.00	0.00	0.00	0.00
Annual	2,877.16	0.00	0.00	2,877.16
FBLA	3,928.66	0.00	0.00	3,928.66
Greenhouse	(1,449.18)	0.00	0.00	(1,449.18)
Teacher's Fund	2,720.58	956.50	0.00	1,764.08
Band	6,290.43	0.00	0.00	6,290.43
Library	721.13	0.00	12.99	734.12
Veteran's Day	1,091.18	0.00	0.00	1,091.18
Honor Society	1,425.98	0.00	0.00	1,425.98
Industrial Arts	1,204.11	0.00	1,036.00	2,240.11
Show Choir	642.44	0.00	0.00	642.44
Concessions	4,626.25	1,098.12	302.10	3,830.23
Drama	5,472.70	0.00	270.00	5,742.70
Elementary Fund	475.03	0.00	0.00	475.03
Art Fund	771.62	0.00	0.00	771.62
Elementary Field Trips	(82.00)	445.00	88.00	(439.00)
Community Ed	407.08	0.00	0.00	407.08
Coat Fund	817.55	0.00	0.00	817.55
Weight Room	4,535.09	0.00	390.00	4,925.09
Student Council	690.13	0.00	0.00	690.13
Scholarship Fund	6,284.92	0.00	0.00	6,284.92
Fundraisers	353.50	0.00	0.00	353.50
Speech	3,357.22	0.00	953.00	4,310.22
5th Grade Field Trip	282.30	0.00	0.00	282.30
High School	1,317.31	0.00	0.00	1,317.31
Computer Fees	8,719.57	0.00	105.00	8,824.57
M. White Memorial	4,277.02	0.00	0.00	4,277.02
FFA	(3,070.94)	3,179.40	626.75	(5,623.59)
6th Grade Field Trip	3,262.24	639.97	0.00	2,622.27
Quiz Bowl	1,872.40	0.00	0.00	1,872.40
Computer Repair	867.01	0.00	0.00	867.01
Boys Basketball	3,025.53	0.00	900.00	3,925.53
Volleyball	4,036.77	270.00	700.00	4,466.77
FPS	83.22	0.00	0.00	83.22
Wrestling	6,760.02	0.00	55.00	6,815.02
Girls Basketball	3,958.59	0.00	900.00	4,858.59
Football	1,922.03	0.00	0.00	1,922.03
Track Memorials	500.00	0.00	0.00	500.00
Sunshine Committee	129.43	0.00	0.00	129.43

**Activity Fund Balance Report - Summary**

5/1/2026 - 5/31/2026

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
Playground	2,358.65	0.00	0.00	2,358.65
Employee Dress	2,059.94	0.00	0.00	2,059.94
Girls Wrestling	1,092.37	0.00	0.00	1,092.37
Instrument Rental Fee	184.18	0.00	0.00	184.18
Weight Room Renovation	2,758.07	0.00	0.00	2,758.07
Teacher Equipment	660.18	0.00	0.00	660.18
Box Tops	879.79	0.00	0.00	879.79
PBIS	4,181.91	0.00	0.00	4,181.91
Coffee Cart	315.05	0.00	0.00	315.05
Cross Country	2,543.08	0.00	0.00	2,543.08
Golf	5,400.35	0.00	771.00	6,171.35
Track	471.19	0.00	140.00	611.19
Science Club	404.87	0.00	0.00	404.87
Wellness	8,498.94	0.00	0.00	8,498.94
Faculty Coffee	94.48	0.00	0.00	94.48
Faculty Graduation	(231.49)	0.00	850.00	618.51
FCA	686.54	432.00	0.00	254.54
History	2,583.65	0.00	0.00	2,583.65
Cheer & Dance	1883.22	496	1971.27	3358.49
	<u>\$ 100,808.16</u>	<u>\$ 8,185.86</u>	<u>\$ 15,989.06</u>	<u>\$108,611.36</u>

MONTH	EXPENDITURES		TOTAL	LEFT TO SPEND	
			EXPENDITURES	MONTHLY	
September	Gen.	\$ 583,240.19	\$ 583,240.19	\$	594,697.76
	Sped.	\$ 46,515.12	\$ 46,515.12	\$	66,973.17
October	Gen.	\$ 435,168.67	\$ 1,018,408.86	\$	650,399.61
	Sped.	\$ 67,993.79	\$ 114,508.91	\$	73,475.11
November	Gen.	\$ 425,371.99	\$ 1,443,780.85	\$	675,402.68
	Sped.	\$ 82,530.79	\$ 197,039.70	\$	72,468.92
December	Gen.	\$ 408,170.44	\$ 1,851,951.29	\$	708,806.71
	Sped.	\$ 69,679.94	\$ 266,719.64	\$	72,817.55
January	Gen.	\$ 406,254.59	\$ 2,258,205.88	\$	752,025.48
	Sped.	\$ 63,171.42	\$ 329,891.06	\$	74,195.56
February	Gen.	\$ 420,682.48	\$ 2,678,888.36	\$	807,252.77
	Sped.	\$ 71,037.06	\$ 400,928.12	\$	74,721.98
March	Gen.	\$ 406,875.40	\$ 3,085,763.76	\$	887,328.25
	Sped.	\$ 76,748.67	\$ 477,676.79	\$	74,316.64
April	Gen.	\$ 393,022.00	\$ 3,478,785.76	\$	1,010,904.81
	Sped.	\$ 82,882.91	\$ 560,559.70	\$	72,175.08
May	Gen.	\$ 586,227.38	\$ 4,065,013.14	\$	1,152,463.95
	Sped.	\$ 82,552.73	\$ 643,112.43	\$	68,715.86
June	Gen.	\$ 387,082.55	\$ 4,452,095.69	\$	1,535,154.66
	Sped.	\$ 79,290.48	\$ 722,402.91	\$	63,428.55

**TOTAL BUDGET OF EXPENDITURES (Gen. Fund) = \$7,522,405.00**

**Total available to spend in general fund = \$ 3,070,309.31**

**TOTAL BUDGET OF EXPENDITURES IN SPED FUND = \$849,260.00**

**Total available to spend in the sped fund = \$ 126,857.09**

## Finance Report

		Monthly Exp./Rev.	Last Year Bal.
<b>General Fund</b>			
Balance	4/1/2026	\$2,938,564.19	4/1/2025 \$2,844,179.09
Monthly Receipts		\$2,066,732.42	\$293,072.56
Payroll		\$396,509.70	\$384,168.25
Expenditures		\$274,076.62	\$88,121.59
Balance as of	5/1/2026	<b>\$4,334,710.29</b>	5/1/2025 <b>\$2,664,961.81</b>
<b>Building Fund</b>			
Balance	4/1/2026	\$757,436.50	4/1/2025 \$592,653.53
Monthly Receipts		\$17,146.80	\$7,751.76
Expenditures		\$0.00	\$1,832.20
Balance as of	5/1/2026	<b>\$774,583.30</b>	5/1/2025 <b>\$598,573.09</b>
<b>QCPUF</b>			
Balance	4/1/2026	\$0.00	4/1/2025 \$0.00
Monthly Receipts		\$508,203.21	\$0.00
Expenditures		\$20.00	\$0.00
Balance as of	5/1/2026	<b>\$508,183.21</b>	5/1/2025 <b>\$0.00</b>
<b>Hot Lunch Fund</b>			
Balance	4/1/2026	\$18,706.92	4/1/2025 \$19,120.99
Monthly Receipts		\$12,177.18	\$14,231.53
Expenditures		\$18,941.93	\$18,651.32
Balance as of	5/1/2026	<b>\$11,942.17</b>	5/1/2025 <b>\$14,701.20</b>
<b>Depreciation</b>			
Balance	4/1/2026	\$1,059,198.09	4/1/2025 \$939,000.42
Revenue		\$10,020.83	\$1,893.87
Expense		\$183,919.25	\$24,700.00
Balance	5/1/2026	<b>\$885,299.67</b>	5/1/2025 <b>\$916,194.29</b>
<b>Activity</b>			
Balance	4/1/2026	\$111,469.52	
Revenue		\$23,086.71	
Expense		\$29,638.10	
Balance	5/1/2026	<b>\$104,918.13</b>	
<b>Revolving Business</b>			
Balance	4/1/2026	\$65,348.05	
Revenue		\$44,878.48	
Expense		\$43,672.12	
Balance	5/1/2026	<b>\$66,554.41</b>	
<b>Employee Benefit</b>			
Balance	4/1/2026	\$38,193.45	
Revenue		\$26.40	
Expense		\$0.00	
Balance	5/1/2026	<b>\$38,219.85</b>	

Payee Type: Vendor      Check Type: Check      Checking Account ID: 01

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
42499	06/09/2026				ALSLOCKSAP	Al's Lock & Safe	1,795.00
42500	06/09/2026				AMAZCAPISE	Amazon Capital Services	52.90
42501	06/09/2026				APPLCOMP	Apple	832.75
42502	06/09/2026				BLACHILEN	Black Hills Energy	1,088.68
42503	06/09/2026				BSNSPORT	BSN Sports	186.48
42504	06/09/2026				CARLDIETCO	Carl Dietz Consulting, LLC	2,500.00
42505	06/09/2026				CLEARFLY	Clearly	1,002.97
42506	06/09/2026				THECOUR	The Courier Times	110.86
42507	06/09/2026				CULLWATE	Culligan Water Conditioning	107.00
42508	06/09/2026				EAKEOFFI	Eakes Office Product	327.58
42509	06/09/2026				ESU16	Esu #16	40,427.96
42510	06/09/2026				GREAPLAI	Great Plains Comm In	403.17
42511	06/09/2026				HILICOOP	Hi-line Cooperative Inc	117.45
42512	06/09/2026				HOMELEAS	Hometown Leasing	1,129.02
42513	06/09/2026				HOTLUN02	Hot Lunch Fund	325.00
42514	06/09/2026				KSB	KSB School Law	2,434.50
42515	06/09/2026				LAQUINTA	La Quinta Inns & Suites Kearney	173.00
42516	06/09/2026				LAKESHOR	Lakeshore	36.37
42517	06/09/2026				MALISU01	Maline's Super Foods	159.71
42518	06/09/2026				MATHSON	Matheson Tri-Gas Inc	77.70
42519	06/09/2026				MCCOPSYCSO	McConnell Psychological Solutions	7,231.00
42520	06/09/2026				MCI	MCI Residential Service	80.00
42521	06/09/2026				MENARDS	Menards - North Platte	6,486.12
42522	06/09/2026				MIDWEALSER	Midwest Alarm Services	156.18
42523	06/09/2026				MONOPRIC	Monoprice, Inc.	1,042.24
42524	06/09/2026				MRAPPL	Mr. Appliance of North Platte	134.38
42525	06/09/2026				NEBASSO	Neb Assoc Of Sch Bds	4,740.00
42526	06/09/2026				NPPD	Nebraska Public Power District	4,260.25
42527	06/09/2026				NESCHTRANS	Nebraska School Transportation Association	150.00
42528	06/09/2026				ONCOLL	OnToCollege	2,860.00
42529	06/09/2026				PAPIOI	Paper 101	112.00
42530	06/09/2026				PRONFUEL	Pronto Fuel, LLC	1,532.81
42531	06/09/2026				PYRSCH	Pyramid School Products	589.78
42532	06/09/2026				RANKSALE	Rankin Sales & Service	244.41
42533	06/09/2026				RENAISS	Renaissance Learning Inc	2,754.12
42534	06/09/2026				REVOBUSI	Revolving Business Acct	1,068.70
42535	06/09/2026				SCHOSPEC	School Specialty Supply	417.17
42536	06/09/2026				STAPADV	Staples Advantage	523.99
42537	06/09/2026				SUPESUDS	Super Suds Car Wash	18.60
42538	06/09/2026				SUPESANI	Superior Sanitation	450.00
42539	06/09/2026				SUTHFARMAU	Sutherland Farm & Auto Supply	378.43
42540	06/09/2026				TEACSTRA	Teaching Strategies LLC	254.70
42541	06/09/2026				USBANK	U.S. Bank	2,239.79
42542	06/09/2026				UNITECH	Unitech	752.50
42543	06/09/2026				UNIMISSYS	Univerity of Missouri Columbus AR	1,770.00
42544	06/09/2026				UNK	University of Nebraska Kearney	125.00
42545	06/09/2026				VANDIESUP	Van Diest Supply Co	4,902.95
42546	06/09/2026				VERIZON	Verizon Wireless	45.81
42547	06/09/2026				VILLOFSU	Village Of Sutherland	1,341.37
42548	06/09/2026				WILKARCH	Wilkins Architecture Design Planning LLC	1,525.04

Checking Account ID: 01      Void Total: 0.00      Total without Voids: 101,475.44

Check Type Total: Check      Void Total: 0.00      Total without Voids: 101,475.44

Payee Type Total: Vendor      Void Total: 0.00      Total without Voids: 101,475.44

Grand Total:      Void Total: 0.00      Total without Voids: 101,475.44

Payroll      \$364,897.59  
 Expenditures      101,475.44  
 TOTAL      \$466,373.03

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 01	36274/36419	Fund Number 01	General Fund	
01 2620 431 000		Al's Lock & Safe	06/08/2026	1,795.00
		card reader, bar		1,795.00
Total Al's Lock & Safe				<u>1,795.00</u>
	1VXR-MVQC-JXTF	Amazon Capital Services	06/08/2026	52.90
01 2610 610 000		supplies		52.90
Total Amazon Capital Services				<u>52.90</u>
	20260608	Apple	06/08/2026	832.75
01 1100 650 000		supplies		832.75
Total Apple				<u>832.75</u>
	20260608	Black Hills Energy	06/08/2026	1,088.68
01 2610 621 000		natural gas		1,088.68
Total Black Hills Energy				<u>1,088.68</u>
	934251266	BSN Sports	06/08/2026	186.48
01 1100 610 001		mat tape		186.48
Total BSN Sports				<u>186.48</u>
	20260608	Carl Dietz Consulting, LLC	06/08/2026	2,500.00
01 2320 810 000		year 2 consulting		2,500.00
Total Carl Dietz Consulting, LLC				<u>2,500.00</u>
	INV824200	Clearly	06/08/2026	1,002.97
01 2510 382 000		phone system		1,002.97
Total Clearly				<u>1,002.97</u>
	20260608	Courier Times, The	06/08/2026	110.86
01 2510 540 000		advertising		110.86
Total Courier Times, The				<u>110.86</u>
	20260608	Culligan Water Conditioning	06/08/2026	107.00
01 2610 610 000		rentals		107.00
Total Culligan Water Conditioning				<u>107.00</u>
	20260608	Eakes Office Product	06/08/2026	327.58
01 1100 610 000		supplies		84.19
01 2610 610 000		supplies		243.39
Total Eakes Office Product				<u>327.58</u>
	20260608	Esu #16	06/08/2026	40,427.96
01 1100 890 001		foreign language conference		75.00
01 2151 591 001		speech, audiology		1,131.97
01 2151 591 002		speech, audiology		14,408.76
01 2161 591 001		OT		359.16
01 2161 591 002		OT		5,746.56
01 2171 591 001		PT		455.50
01 2171 591 002		PT		3,188.50
01 1200 591 001		owls		12,864.50
01 1200 591 002		supervisory services		2,198.01

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June 2026

User ID: AJM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Esu #16			40,427.96
	20260608	Great Plains Comm In	06/08/2026	403.17
01 2510 382 000		telephone		403.17
Total	Great Plains Comm In			403.17
	20260608	Hi-line Cooperative Inc	06/08/2026	117.45
01 2730 431 000		oil change transit		117.45
Total	Hi-line Cooperative Inc			117.45
	20260608	Hometown Leasing	06/08/2026	1,129.02
01 2510 443 000		copier lease		1,129.02
Total	Hometown Leasing			1,129.02
	20260608	Hot Lunch Fund	06/08/2026	325.00
01 1100 890 001		sub meals		45.00
01 1100 890 002		sub meals		15.00
01 2120 610 001		coverage		125.00
01 2120 610 002		coverage		140.00
Total	Hot Lunch Fund			325.00
	20260608	KSB School Law	06/08/2026	2,434.50
01 2330 317 000		legal services		2,434.50
Total	KSB School Law			2,434.50
	20260608	La Quinta Inns & Suites Kearney	06/08/2026	173.00
01 2710 890 000		room		173.00
Total	La Quinta Inns & Suites Kearney			173.00
	93781068	Lakeshore	06/08/2026	36.37
01 1100 610 002		supplies		36.37
Total	Lakeshore			36.37
	20260608	Maline's Super Foods	06/08/2026	159.71
01 1100 610 001		supplies		143.22
01 1100 610 002		supplies		16.49
Total	Maline's Super Foods			159.71
	20260608	Matheson Tri-Gas Inc	06/08/2026	77.70
01 1100 443 001		rental		77.70
Total	Matheson Tri-Gas Inc			77.70
	20260608	McConnell Psychological Solutions	06/08/2026	7,231.00
01 2140 320 000		mental health		818.66
01 2141 591 001		psychology services		2,068.63
01 2141 591 002		psychology services		2,068.63
01 1200 340 001		sped director		965.83
01 1200 340 002		sped director		965.83
01 1200 340 002		early childhood		343.42
Total	McConnell Psychological Solutions			7,231.00
	20260608	MCI Residential Service	06/08/2026	80.00
01 2510 382 000		long distance		80.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	MCI Residential Service			80.00
	20260608	Menards - North Platte	06/08/2026	6,486.12
01 2610 610 000		ceiling tiles and supplies		6,486.12
Total	Menards - North Platte			6,486.12
	643976	Midwest Alarm Services	06/08/2026	156.18
01 2620 431 000		fire alarm monitoring		156.18
Total	Midwest Alarm Services			156.18
	24800600/24828106	Monoprice, Inc.	06/08/2026	1,042.24
01 1100 650 000		supplies		1,042.24
Total	Monoprice, Inc.			1,042.24
	10603530	Mr. Appliance of North Platte	06/08/2026	134.38
01 2620 431 000		repair		134.38
Total	Mr. Appliance of North Platte			134.38
	20260608	Neb Assoc Of Sch Bds	06/08/2026	4,740.00
01 2310 810 000		strategic planning		4,740.00
Total	Neb Assoc Of Sch Bds			4,740.00
	20260608	Nebraska Public Power District	06/08/2026	4,260.25
01 2610 621 000		electricity		4,260.25
Total	Nebraska Public Power District			4,260.25
	0104	Nebraska School Transportation Association	06/08/2026	150.00
01 2710 890 000		summer conference		150.00
Total	Nebraska School Transportation Association			150.00
	6882	OnToCollege	06/08/2026	2,860.00
01 3535 610 001		Test Prep		2,860.00
Total	OnToCollege			2,860.00
	294536-00	Paper 101	06/09/2026	112.00
01 1100 610 000		cardstock		112.00
Total	Paper 101			112.00
	20260609	Pronto Fuel, LLC	06/09/2026	1,532.81
01 2710 626 000		fuel		1,532.81
Total	Pronto Fuel, LLC			1,532.81
	20260609	Pyramid School Products	06/09/2026	589.78
01 1100 610 001		supplies		198.03
01 1100 610 002		supplies		391.75
Total	Pyramid School Products			589.78
	75236	Rankin Sales & Service	06/09/2026	244.41
01 2730 431 000		mower repair		244.41
Total	Rankin Sales & Service			244.41

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June 2026

User ID: AJM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	INV5693116	Renaissance Learning Inc	06/09/2026	2,754.12
01 1100 643 002		AR subscription		2,754.12
Total	Renaissance Learning Inc			<u>2,754.12</u>
	20260609	Revolving Business Acct	06/09/2026	1,068.70
01 3400 610 001		conference		150.00
01 2730 431 000		repair		75.00
01 2610 610 000		supplies		843.70
Total	Revolving Business Acct			<u>1,068.70</u>
	20260609	School Specialty Supply	06/09/2026	417.17
01 1100 610 000		supplies		417.17
Total	School Specialty Supply			<u>417.17</u>
	20260609	Staples Advantage	06/09/2026	523.99
01 1100 610 001		supplies		252.08
01 1100 610 000		supplies		271.91
Total	Staples Advantage			<u>523.99</u>
	20260609	Super Suds Car Wash	06/09/2026	18.60
01 2730 431 000		car washings		18.60
Total	Super Suds Car Wash			<u>18.60</u>
	85368830	Superior Sanitation	06/09/2026	450.00
01 2630 431 000		pottie rental		450.00
Total	Superior Sanitation			<u>450.00</u>
	20260609	Sutherland Farm & Auto Supply	06/09/2026	378.43
01 2610 610 000		supplies		378.43
Total	Sutherland Farm & Auto Supply			<u>378.43</u>
	Q-381656	Teaching Strategies LLC	06/09/2026	254.70
01 1190 610 002		prek gold		254.70
Total	Teaching Strategies LLC			<u>254.70</u>
	20260609	U.S. Bank	06/09/2026	2,239.79
01 1100 610 002		supplies		16.10
01 1100 610 001		supplies		199.00
01 2710 890 000		supplies		96.16
01 2610 610 000		supplies		42.38
01 1100 643 000		support		1,262.72
01 2120 610 002		ar celebration		249.25
01 2410 610 001		calendar		74.88
01 2710 626 000		gas		264.43
01 2320 810 000		fee		19.87
01 1190 330 002		training		15.00
Total	U.S. Bank			<u>2,239.79</u>
	13809A	Unitech	06/09/2026	752.50
01 2610 610 000		supplies		752.50
Total	Unitech			<u>752.50</u>
	20260609	Univerity of Missouri Columbus AR	06/09/2026	1,770.00

06/09/2026 09:07 AM

June 2026

User ID: AJM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 643 000		NEE Annual Fee		1,770.00
Total	Univerity of Missouri Columbus AR			1,770.00
	57-15763	University of Nebraska Kearney	06/08/2026	125.00
01 2710 890 000		level 2 training		125.00
Total	University of Nebraska Kearney			125.00
	20260608	Van Diest Supply Co	06/08/2026	4,902.95
01 2630 431 000		fertilizer		4,902.95
Total	Van Diest Supply Co			4,902.95
	20260608	Verizon Wireless	06/08/2026	45.81
01 2510 382 000		cell phones		45.81
Total	Verizon Wireless			45.81
	20260608	Village Of Sutherland	06/08/2026	1,341.37
01 2610 410 000		water & sewer		1,341.37
Total	Village Of Sutherland			1,341.37
	7377	Wilkins Architecture Design Planning LLC	06/08/2026	1,525.04
01 2620 431 000		misc projects		1,525.04
Total	Wilkins Architecture Design Planning LLC			1,525.04
Fund Number	01			101,475.44
Checking Account ID	01			101,475.44

## 2008 Meetings

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

### 1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

### 2. Notice

**Method of Publishing Notice of Meetings.** The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

**Publication of Notice Method and Regular Meeting Schedule.** Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

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

~~**Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting.**~~

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

~~Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of~~

~~a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.~~

~~Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include the Sutherland Courier, North Platte Telegraph, . Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.~~

~~In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.~~

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

### ~~3. Weather Delays~~

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

### 4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The **meeting minutes** minutes of all meetings and evidence and

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

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: 3/13/17

Revised on: June 9, 2026

Reviewed on: 12/8/2024

## 3003

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

#### I. Applicability of this policy.

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

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

#### II. Projects with an Estimated Cost of Less than ~~\$109,000~~ **\$136,000**

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than ~~\$109,000~~ **\$136,000**.

B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.

C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.

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

E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than ~~\$109,000~~ **\$136,000** they must follow the formal procedures outlined in this policy.

#### III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds ~~\$109,000~~ **\$136,000** for the construction, remodeling or repair of a school-owned building or for site improvement.

B.

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

D. Advertising for Bid

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

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

E. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
  2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
  3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
  4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
  5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
  6. Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.
  7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.
- F. Any or all bids may be rejected if there is a sound documented reason
- G. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: \_\_\_\_\_

Revised on: **June 9, 2026**

Reviewed on: 07/16/2025

### 3003.1

## **Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds**

### **I. Applicability of the Policy**

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds ~~\$109,000~~ **\$136,000** the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 **327** and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

### **II. All projects undertaken pursuant to this policy will be subject to the following bond requirements**

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

### **III. Construction Projects with an Anticipated Cost of Under ~~\$250,000~~ **\$350,000****

- A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to ~~to—\$10,000~~ **\$15,000** (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000.~~ **\$15,000.** Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between ~~\$10,000 and \$250,000~~ **\$15,000 and \$350,000** (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than ~~\$10,000~~ **\$15,000** and less than ~~\$250,000~~ **\$350,000** annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district’s standard policies on purchasing and on bid letting and contracts.

- B. Construction Projects with an estimated cost of between ~~\$109,000~~ **\$136,000** and ~~\$249,999~~ **\$349,999** will be made pursuant to the District’s Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of ~~\$109,000~~ **\$136,000** or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between ~~\$109,000~~ **\$136,000** and ~~\$250,000~~ **\$350,000** .

#### **IV. Construction Projects with an Anticipated Cost Over ~~\$250,000~~ **\$350,000****

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of ~~\$250,000~~ **\$350,000** or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly

respond;

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

4. The contract will be awarded to the lowest responsive and responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

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

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

#### B. Advertising for Bids.

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

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

#### C. Bid Documents

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

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

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

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

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

## **V. Other Contract Matters.**

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 ~~322~~ 327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a “Buy American” provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

### **B. Contracting with Certain Vendors**

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

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

#### C. Full and Open Competition

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

#### D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

#### E. Settlements of Issues Arising Out of Contract

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

#### F. Record Keeping

##### 1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.334
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

## 2. Maintenance of Construction Records for Projects Financed with Federal Funds

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

## VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
  - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
  - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

#### C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

#### D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

### **VII. Financial Management**

#### A. Identification.

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

#### B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

#### C. Allowability of Costs

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

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

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all

state - and District-level requirements and policies regarding expenditures have been followed.

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal Regulations (EDGAR).

#### E. Accounting Records

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

#### F. Internal Controls

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

#### G. Budget Control

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

#### H. Payment Methods

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

awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

#### I. Cost Sharing or Matching

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

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

#### J. Documentation of Personnel Expenses

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

### **VIII. Other Contract Matters.**

#### A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 ~~326~~ 327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

#### B. Contracting with Certain Vendors

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

To the maximum extent practicable, the school food program shall purchase domestic

commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

### C. Record Keeping

#### 1. Record Retention

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

#### 2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

#### D. Privacy

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

Adopted on: 4/8/2025

Revised on: **June 9, 2026**

Reviewed on: \_\_\_\_\_

## 3004.1

### Fiscal Management for Purchasing and Procurement Using Federal Funds

#### I. Applicability of Policy

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

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

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

#### II. Procurement System

**The District maintains the following purchasing procedures.**

##### A. Responsibility for Purchasing

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

##### B. Methods of Purchasing

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

#### 1. Purchases up to ~~\$10,000~~ **\$15,000** (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000~~ **\$15,000**. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

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

**2. Purchases between ~~\$10,000~~ \$15,000 and ~~\$250,000~~ \$350,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than ~~\$10,000~~ \$15,000 and less than ~~\$250,000~~ \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

**3. Purchases Over ~~\$250,000~~ \$350,000**

a) Sealed Bids (Formal Advertising)

For purchases over ~~\$250,000~~ \$350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over ~~\$250,000~~ \$350,000 the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of ~~\$250,000~~ \$350,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

**4. Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The procurement transaction can only be fulfilled by a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
- 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
- 4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that

justifies the sole sourcing decision must be maintained by the superintendent or designee.

- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds ~~\$250,000~~ **\$350,000**.

## 5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
  - 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
  - 2) Proposals must be solicited from an adequate number of qualified sources; and
  - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

### **C. Use of Purchase (Debit & Credit) Cards**

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

### **D. Federal Procurement System Standards**

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

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

#### **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

#### **F. Settlements of Issues Arising Out of Procurements**

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

### **III. Conflict of Interest and Code of Conduct**

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Purchases covered by this policy are subject to the following additional provisions.
  - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
  - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### **C. Favors and Gifts**

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, “nominal value” means a fair market value of \$25 or less.

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

## **D. Physical Inventory**

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

## **E. Maintenance**

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

## **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

### **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

### **H. Disposal of Equipment**

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

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

### **I. Equipment Retention**

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

### **J. Equipment and Capital Expenditures**

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

### **K. Depreciation**

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

## **V. Financial Management**

### **A. Identification**

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

### **B. Financial Reporting**

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

### **C. Accounting Records**

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

### **D. Internal Controls**

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

### **E. Budget Control**

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

### **F. Payment Methods**

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

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

### **G. Allowability of Costs**

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

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

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

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

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

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

#### **I. Cost Sharing or Matching**

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

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

#### **J. Documentation of Personnel Expenses**

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

### **VI. Written Compensation Policies**

#### **A. Time and Effort Standards**

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

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

#### **B. Time and Effort Procedures**

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

#### **C. Fringe Benefits**

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

#### **D. Leave**

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

#### **E. Unexpected or Extraordinary Circumstances**

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

#### **F. Documentation for Personnel Expenses**

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

### **VII. Other Contract Matters.**

## A. Required Terms

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

## B. Contracting with Certain Vendors

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

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

The District may deviate from this general requirement only if:

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

## C. Record Keeping

### 1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for

audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

## 2. Maintenance of Procurement Records

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

### **D. Privacy**

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

### **E. Travel Costs**

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: 4/8/2025

Revised on: **June 9, 2026**

Reviewed on: \_\_\_\_\_

## 4017 Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to **professional employee** organizations ~~for bargaining purposes pursuant to state statutes~~. The board will negotiate with ~~employee associations~~ **organizations** that have been ~~established~~ **certified or recognized** in accordance with public employee bargaining statutes. ~~The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining, and will negotiate with local collective bargaining unit representatives at mutually agreeable times.~~

~~To facilitate an amicable relationship between the district and any local employee associations,~~ **The** district will allow ~~associations~~ **professional employee organizations** to make reasonable use of district facilities for meetings outside the ~~school's~~ **district's** and the employees' work hours. With administrative approval, ~~associations~~ **organizations** may use district resources, post notices of meetings and **provide** other information on bulletin boards designated for this purpose, and use district e-mail and **mailboxes** for delivery of employment-related information **specific to the organization**. ~~Associations~~ **Organizations** must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

**For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.**

**Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.**

Adopted on: June 12, 2017

Revised on: **June 9th, 2026**

Reviewed on: October 16, 2023

## 4019 Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee district should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee ~~shall~~ **may** be established through the collective bargaining process.

The committee ~~shall~~ **will** adopt and maintain a written injury prevention program. The committee ~~shall~~ **will** participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees ~~shall~~ **will** be conducted annually.

The workplace injury prevention and safety committee ~~shall~~ **will** maintain minutes of all meetings and file them in the district office. The committee ~~shall~~ **will** implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district ~~shall~~ **will** maintain records for at least three years, or longer if directed by the Department of Labor.

The committee ~~shall~~ **will** meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee ~~shall~~ **will** keep written minutes of all meetings, and provide a copy to the superintendent or designee who ~~shall~~ **will** maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee ~~shall~~ **will** develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee ~~shall~~ **will** assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she ~~shall~~ **will** provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties

- within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
  3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee ~~shall~~ **will** forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee ~~shall~~ **will** establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records ~~shall~~ **will** be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and ~~shall~~ **will** review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: June 12, 2017

Revised on: **June 9, 2026**

Reviewed on: October 16, 2023

## **5001 Compulsory Attendance and Excessive Absenteeism**

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

### **Exceptions**

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

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

### **Discontinuing Enrollment – 5 Year Old Students**

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

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it

to the superintendent using a form that can be obtained from the principal's office. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

### **Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation**

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

### **Attendance Officer**

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

### **Excused Absences - Physical or Mental Illness**

**Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.**

### **Excused Absences – Others**

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

- 1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)**
- 1. Severe weather**
- 2. Medical appointments for the student**
- 3. Death or serious illness of the student's family member**
- 4. Attending a funeral, wedding or graduation**
- 5. Appearance at court or for other legal matters**
- 6. Observance of religious holidays of the student's own faith**
- 7. College planning visits**
- 8. Personal or family vacations**

~~Circumstances of Absences—Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible.~~

~~A. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:~~

- ~~a. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.~~

~~b. Other absences as determined by the principal or the principal's designee.~~

#### ~~Not School Excused Absences~~

~~Absences that are not school excused may result in a report to the county attorney and may be classified as follows:~~

- ~~A. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness, vacations, etc.~~
- ~~B. Other absences are those in which the parent has not communicated a reason for the student's absence.~~

#### ~~Absence Procedure~~

~~In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.~~

~~A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office. Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.~~

#### ~~Excessive Absenteeism~~

~~When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.~~

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides.

**Making Up Absences (Optional – Remove or revise based on your District’s practices.)**

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: November 15, 2017

Revised on: June 9, 2026

Reviewed on: August 21, 2023 \_\_\_\_\_

**Attendance Improvement Plan Document**

<https://docs.google.com/document/d/1-oMDROiftRaOHO7HJlhJDDPPkATWeXYdj2iPfKB1RMk/edit?usp=sharing>

## **5003 Admission of Part-Time Students**

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

~~**Application for Enrollment.** The parent or guardian of an exempt school student who is of appropriate age to attend school, is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by the first day of school of the year of enrollment. For second semester high school courses, the application must be filed by January 2nd. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice.~~

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

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

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

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

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

**Grades and Academic Honors.** Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

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

~~**Extracurricular Sports and Activities.** Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 5 credit hours of enrollment in the public school district. All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.~~

**Extracurricular Sports and Activities.** [OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

[OPTION 2: accredited private school students can participate]. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-5 credit hours].

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the

school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: **[INSERT NUMBER 0-5 credit hours]**.

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

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

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

Adopted on: November 15, 2017

Revised on: ~~August 21, 2023~~ **June 9, 2026**

Reviewed on: \_\_\_\_\_

**5004**  
**Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. **Definitions**

a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.

b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.

c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

d. **Elementary School Defined.** Elementary school means grades K - 6.

e. **Middle School Defined.** Middle school means grades 7 - 8.

f. **High School Defined.** High school means grades 9 - 12.

g. **Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written application for option enrollment submitted to the school board.

h. **Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.

i. **Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting in loco parentis are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. **Automatic Acceptance.** The option school district must automatically accept applications of Individual Students under the following circumstances:

a. The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);

b. The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or

c. The Individual Student is a sibling of an option student enrolled in the option school district.

5. **Standards for Acceptance or Rejection of All Other Option Students.** For Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.

a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that ~~the student has an~~ any of the Applicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a

disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide **all of the Applicants** the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

b. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept **any application for option enrollment of any student** when acceptance of the student **Applicants**:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to **any of the - Applicants**;
- ii. Would require the procurement of new equipment, technology, or furnishings;
- iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

e. **Prohibited Standards.** The school district shall not base the decision to accept or reject **the application of the Individual Student on any of the Applicants'** ~~an option student on the student's~~ previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants **applicants shall be accepted** ~~shall be accepted in the following order:~~

i. **in the order in which written applications were received by the school district.** ~~students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;~~

ii. ~~thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.~~

g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

6. **False or Misleading Option Applications.** If, prior to the **Individual Student's** attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, **about any of the Applicants** the option application will be rejected.

7. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

8. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

9. Procedure for Students Optioning Into or Out of the School District.

a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

b. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any **Individual Student** who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

10. **Late Applications and Requests for Release**

a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:

- i. When the district has already entered into contracts with teaching staff for the following school year;
- ii. When the district has already contracted for the performance of specific services for the student;
- iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

**a.** The board of education will approve late applications to option into the district under the following conditions:

i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

**OR**

**b.** The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

#### **11. Students Who Do Not Need a Release from the Resident District**

- a. A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

**11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

**RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS**

WHEREAS, Sutherland Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district's faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the School Board of Education, in consultation with the administration, has reviewed the school district's faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

**Numeric Capacity.** The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

- Each grade level in grades kindergarten through 8<sup>th</sup> grade: 23 students
- Each grade level in grades 9 through 12<sup>th</sup> grade: 23 students
- Students in special education programs requiring specific academic and behavioral support is on a case by case basis.
- Other: N/A

Total enrollment for the school district: 390 students.

**Programmatic Capacity.** The board declares the following grade levels, programs, classes, and school buildings to be at capacity such that no option applications into any of the following will be accepted.

**Other Standards.** The school district shall not accept an option student when acceptance of the student:

- (a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- (b) Would require the procurement of new equipment, technology, or furnishings;

- (c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- (d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- (e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member Tory Copeland moved for passage of the motion. Board member Shad Lantis seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: Tory Copeland, Shad Lantis, Brandy Buscher, Eric Paterka, Janet Mueller.

The following members voted against the motion: N/A

The following members did not vote: Tom Kelly Absent.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this 18 day of July, 2023

  
\_\_\_\_\_  
President, Board of Education

Adopted on: January 15, 2018

Revised on: ~~July 18, 2023~~ June 9, 2026

Reviewed on: \_\_\_\_\_

## **5035 Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a ~~parent or guardian~~ **Parent** to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

**"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.**

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her **Parent** ~~parent or guardian~~.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **Pre-Kindergarten through Second Grade Students**

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Makeup Work for Suspended Students**

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

[Top of Document](#)

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. ~~Prior to~~ **After the principal has determined that a short-term suspension is necessary, but prior to** commencement of the short-term suspension, the student **and the Parent** will be given oral ~~or~~ **and** written notice of the charges against the student. They will be advised of what ~~he or she~~ **the student** is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to **present evidence of** ~~explain~~ the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's **Parent, parent or guardian**, describing
  - a. The student's conduct, misconduct or violation of the rule or standard;
  - b. The reasons for the action taken;
  - c. **The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;**
  - d. **Resources the school is able to provide or recommend to assist the student; and**
  - e. **How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.**
4. **An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.**
5. **Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.**

## **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

## **Weapons and/or Firearms**

~~Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.~~

**Weapons.** No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Firearms.** No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms and Weapons.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Consequences – Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling

or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

**Confiscation of Firearms and Weapons.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in

which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

### **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim;

disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's ~~Parent~~ ~~parents or guardian~~ with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. **Resources the school is able to provide or recommend to assist the student;**

- d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
  - ~~e. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;~~
  - ~~f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;~~
  - g. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - h. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
  - i. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - j. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, the student's Parent ~~parents, guardian~~ or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. 2. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. 3. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. 4. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 5. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section

79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. 6. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: December 18, 2018

Revised on: ~~July 18, 2023~~ **June 9, 2026**

Reviewed on: April 15, 2024

**5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions**  
**(ANAPHYLAXIS)**

School employees will comply with the requirements of **the NDE Rule 59 protocol entitled, “Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)”**. **(Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans.** The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more **Prescribing Health Care Practitioners** ~~physicians licensed to practice medicine in Nebraska~~ on the **Protocol** form entitled ~~“Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”)~~. The superintendent shall publish this policy and Protocol in each **student and** employee handbook.

The superintendent shall arrange to have a qualified medical **professional** ~~person~~ train employees, and for training updates as necessary. **This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.**

Link to Protocol:

<https://drive.google.com/file/d/0ByA1yZuRXEjoRzRuNWJHWUE0ejQ/view?usp=sharing>

Adopted on: January 15, 2018

Revised on: **June 9, 2026**

Reviewed on: 5/20/24

## 6009 Grade Placement and Academic Credits of Transfer Students

~~Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.~~

### **Elementary Level Students**

~~The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:~~

- ~~• Chronological age~~
- ~~• Previous public school or private school experience~~
- ~~• Diagnostic test data~~
- ~~• Achievement test data~~
- ~~• Criterion-referenced test data~~

### **Secondary Level Students**

~~The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:~~

- ~~• Chronological age~~
- ~~• Previous public school or private school experience and transcript~~
- ~~• Standardized achievement test data~~
- ~~• Criterion-referenced test data~~
- ~~• Final examination test data~~
- ~~• Diagnostic test data~~

~~The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.~~

~~Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.~~

~~The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.~~

~~Subject to a determination on grade placement based on the criteria set forth below, aThe district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.~~

#### ~~Transfer from an Accredited School District.~~

~~A student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.~~

#### ~~Elementary Level Students~~

~~The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:~~

##### ~~Chronological~~

- ~~•• Student's chronological age~~
- ~~•• Previous public school or private school experience~~
- ~~• Diagnostic test data~~
- ~~• Achievement test data~~
- ~~• Criterion-referenced test data~~

#### ~~Secondary Level Students~~

~~The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:~~

- ~~• Chronological age~~
- ~~•• Previous public school or private school experience and Academic transcript received from the accredited school of origin~~
- ~~• Standardized Testing data from the accredited school of origin, including but not limited to, standardized achievement test data~~
- ~~•• Criterion, criterion-referenced test data, classroom testing data, and diagnostic test data~~
- ~~• Final examination test Testing data~~
- ~~• Diagnostic test data~~

- The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into from any tests or assessments conducted by the school district in grades 9-12

will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district.

Students who transfer from All credits awarded to a student by an exempt (home) school and/or a non-accredited school may be awarded credits to institution[1.1] will be counted toward high school towards applicable graduation requirements for the transferring student.

#### Transfer From a Non-Accredited School.

A student or a parent/guardian of a student who is transferring into the discretion of the building principal in consultation district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the superintendent of schools. The student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will consider all of the factors listed above and will also then consider the student's performance on the district's internal benchmark tests. those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy
- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

#### Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

#### Placement of International Students.

The district administration, in conjunction with the building principal, will determine the

appropriate grade level/credit status of a student transferring from a foreign country, other than the US.

### Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: March 19, 2018

Revised on: June 9, 2026

Reviewed on: \_\_\_\_\_

## **6038 Artificial Intelligence**

As used in this policy, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, **Gemini, Claude and similar programs** ~~Google Bard, and other chatbots.~~

~~The board recognizes that among other resources, when properly used, AI Tools may~~ **be useful to student learning. However, students and staff must ensure that** ~~provide valuable source information to students and teachers in relation to the district’s academic curriculum and assignments:~~ student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. **Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments.** Individual ~~teachers~~ **staff members** will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. ~~Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools:~~
3. If a student uses any AI Tools in connection with a school assignment, the student must: ~~comply with the following:~~
  - a. **Give** In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
  - b. **Never copy and paste** In no instance may the output from one the or more AI Tool’s be copied and placed within into the a student’s work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
3. **Students may never use AI Tools to:**
  - a. Cheat on any assignment, test, or quiz;
  - b. Help answer questions on a test or quiz without staff member permission;
  - c. Make or share deepfakes or fake images, audio, or video of any real person;

- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
- e. Bully, harass, threaten, intimidate or impersonate any person;
- f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
- g. Use AI Tools to bypass accommodations, content filters, or school security.

~~a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.~~

~~b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.~~

~~c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such a section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.~~

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: July 18, 2023

Revised on: June 9, 2026

Reviewed on: \_\_\_\_\_

## 4056 Resignation of Certificated Staff

~~Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Staff members shall submit their resignations to the board of education through the superintendent. The Board of Education will not accept resignations after April 15. In cases where hardship or personal need must be considered a resignation will be allowed when suitable replacement can be found. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.~~

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

### **SELECT ONE OF THE FOLLOWING PARAGRAPHS**

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15<sup>th</sup> of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

OR

Staff members who submit their resignations to the board of education after \_\_\_\_\_ but before \_\_\_\_\_ **[insert whatever date your district uses]** will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be

based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

Adopted on: October 16, 2017

Revised on: **June 9, 2026**

Reviewed on: 7/18/22

## **3061 ACH Originator**

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

**Responsibilities.** The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

**Fraud Monitoring.** The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

**Employee Training.** All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

Adopted on: July 13, 2026

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Communicable Disease

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

**Definitions.** Terms used in this policy have the meanings given in 173 NAC 3-002. A “reportable communicable disease” means a disease that must be reported under 173 NAC, Chapter 1.

**Signs and Symptoms; Sending Students Home.** Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomach ache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student’s signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

**Notice to School Authority.** When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

**Reports to Public Health.** The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

**Exclusion From School.** The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

**School Attendance and Participation in School Sponsored Activities.** The district will provide educational services to a student diagnosed with a communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student’s health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

**Infection and Exposure Control Procedures/Universal Precautions.** The district will

monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

**Outbreaks.** In an outbreak or epidemic of a communicable disease, the superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

**Confidentiality.** The district will keep information about a person’s communicable disease confidential. The district will share information only with staff on a need-to-know basis. When the district must inform a person about another person’s condition, the district will inform that person of the duty to keep the information confidential. The district will communicate about a student’s communicable disease consistent with the student’s IEP or Section 504 Plan, if any.

**Staff Training.** Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Adopted on: June 9, 2026

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4065 Staff Use of AI Tools**

As used in this policy, artificial intelligence tools (“AI Tools”) means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district’s policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

**Tool Approval.** Staff may not use an AI Tool with students or with student information unless a member of the district’s administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor’s privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

### **I. Staff Expectations for Use of AI Tools in Education**

**A. Acceptable Use of AI Tools.** Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

**B. Protecting Student Information.** Staff may upload

student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

**C. Recording and Transcription Tools.** Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

**D. Unacceptable Use of AI Tools in Education.** Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;

9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Adopted on: July 13, 2026

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

6046

**Right to Access to School Library Materials**

**Definitions.** As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

**Catalog of Library Books.** The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

**Opportunity for Notification.** A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: July 13, 2026

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



2901 Cuming Street  
Omaha, NE 68131  
(402) 344-4321 phone  
(402) 346-0277 fax  
[www.HilandDairy.com](http://www.HilandDairy.com)

May 7, 2026

Sutherland Public Schools  
PO Box 217  
Sutherland, NE 69156

Per your request, we are pleased to submit the following bid on dairy products for the 2026-2027 school year.

<u>Unit</u>	<u>Product</u>	<u>Esc/De-Esc Pricing</u>
½ pint	Whole White Carton	\$0.5338
½ pint	2% White Carton	\$0.5188
½ pint	1% White Carton	\$0.5088
½ pint	Skim Chocolate Carton	\$0.5252
½ pint	2% Chocolate Carton	\$0.5452
½ pint	Skim Strawberry Carton	\$0.5252
5Lbs.	Lowfat Cottage Cheese	\$12.5280
5Lbs.	Sour Cream	\$9.6890
4 oz.	Orange Juice	\$0.3270
4 oz.	Apple Juice	\$0.3007
5lbs.	Yogurt	\$8.4132

This bid is for Escalating/De-escalating. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing. **You can view nutritional information for all Hiland school products at <https://www.hilanddairy.com/products/school-milk>.**

The bid is (choose one)  awarded to Hiland Dairy or  declined and awarded to \_\_\_\_\_

Name and Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ First Delivery Date \_\_\_\_\_

Please complete and scan this bid along with all competing bidder's information to: [dbiere@hilanddairy.com](mailto:dbiere@hilanddairy.com).

Thank you,

David Biere, Branch Manager  
Western Nebraska  
Phone: (308)520-4182  
[dbiere@hilanddairy.com](mailto:dbiere@hilanddairy.com)

### **Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **May's 2026** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of the month following the price announcement.

omaha stage



equipment, inc.

# Omaha Stage Equipment

8547 Lake St. | Omaha, NE 68134

## Sutherland Public School

Brett Webster  
401 Walnut Street  
Sutherland, NE, 69165

May 7, 2026

Thanks for contacting Omaha Stage Equipment regarding the Curtains for Sutherland Public Schools (Rear Curtain Only) (Phase 1) in Sutherland. We appreciate the opportunity to work with you on this project.

The schedule is as follows:

Curtain	Qty	Size	Fabric	Color	Fullness
Rear Curtain	2	17'h x 31'w	Athena 16oz IFR	Black	50%

Hardware	Qty	Part #
BLACK 1/4" OPERATING LINE	150	114
BLACK ADJUSTABLE FLOOR BLOCK	1	408
BLACK SINGLE CARRIER, 3" TC	72	101B-3
BLACK MASTER CARRIER, 3" TC	2	102B-3
BLACK DOUBLE END PULLEY	1	103B
BLACK SINGLE END PULLEY	1	104B

**Total Cost for all Curtains, Rigging, and Installation:**

**\$13,942.23**

Curtain Track Hardware for Rear Curtain to be replaced.

Thanks,  
**Pat Johnson**  
Omaha Stage Equipment