

Board of Education Regular Meeting
Monday, June 12, 2023 6:30 PM
HPC Elementary- Clarks BOE Room (June-
Dec)
205 W. Pearl St.
Clarks, NE 68628

{{Name: Agenda Item Name}}

1. **Call Meeting to Order at _____**
Speaker:

- 1.1. **Roll Call**
Speaker:

- 1.2. **Recognize Nebraska Open Meetings Act Posted on the Wall**
Speaker:

2. **Consider and Approve Prior Meeting Minutes**
Speaker:

High Plains Community Schools
Board of Education Meeting
May 8, 2023

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried, Mf – Motion Failed.

It is noted that the Nebraska Open Meeting Act was on display.

The regular meeting of the High Plains Community Schools Board of Education was held on May 8, 2023 in the Board Room in Polk. The meeting was called to order at 6:30 p.m. by President Shane Van Pelt. Present were Terry Carlstrom, Erin Meyer, Kraig Urkoski, Shane Van Pelt, Megan Pike, and Nate Spurling. Also present were Superintendent Beran, Principal Fisher, Principal Helgoth, and A.D. There were no visitors.

M-Meyer, S-Urkoski to approve the minutes of the regular meeting held on April 10, 2023. Mc 6-0.

The board discussed non-certified wages and a proposed percentage increase. They also discussed increasing sick days for 12 month employees and keeping all other benefits the same. M-Urkoski, S-Spurling to accepted the proposed non-certified wage increase. Mc 6-0.

The superintendent updated the board on where the district is replacing keys and locks. M-Meyer, S-Pike to approve the M & O Metals, Inc. bid for keys. If there is unused ESSR funds still available the board will revisit adding more keys. Mc 6-0.

The MGT Film's approved bid from April board meeting was revisited for depth of film. M-Spurling, S-Urkoski to approve the new bid to increase the film size to 15ml to entrance doors for \$17,902.00. Mc 6-0.

Items on the Supt. Beran's report: Important dates; Academic success; Goals; District culture; Staff well-being; Facilities & transportation update.

Items on Principal Fisher's report: Walk at Lunch Day; connecting the Dots; Student/Parent Advisory group; Staff celebrations; 2023/24 school schedule; Graduation; Transition day; Scholarships.

Items on Principal Helgoth's report: Academic success; School culture; Safety update; Elementary events.

Items on A.D. Wood's report: Storm Awards Night; Golf update; JH/HS track update; Choir/Band update; Gym floor; Physicals; Academic All-State.

The board reviewed Policy 1001- General Policy Statement, 1002-Creation, Amendment, & Distribution of Policies, 5004-Option Enrollment, 5049-Firearms and Weapons, 6002-School Calendar, 6006-Commencement, 6007-Senior recognition, 6008-

Class Rank. They discussed board policy 5004 – Option enrollments further. M-Spurling, S-Pike to approve all board policies with no changes. Mc 6-0.

The board reviewed the lunch, activities accounts and discussed the general fund bills.

M-Spurling, S-Meyer to pay the general fund bills as presented. Mc 6-0.

M-Urkoski, S-Spurling to adjourn at 8:26 p.m. Mc 6-0

Next board meeting is scheduled for May 22, 2023 at 5:45 p.m. in Polk for a board work session. The board meeting after that will be June 12, 2023 at 6:30 p.m. in Clarks in the board room. This meeting was advertised in the newspaper.

Respectfully submitted,

Erin Meyer
Secretary

High Plains Community Schools
Board of Education Meeting – Work session Board Meeting
May 22, 2023

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried.

It is noted that the Nebraska Open Meeting Act was on display

A work session board meeting of the High Plains Community Schools Board of Education was held on May 22, 2023, in the board room in Polk. President Shane Van Pelt called the meeting to order at 5:45 p.m. Present were Nate Spurling, Erin Meyer, Terry Carlstrom, Shane Van Pelt, Megan Pike and Kraig Urkoski. Also present were Superintendent Beran, Principal Helgoth and Principal Fisher. There were no visitors.

Roll Call was taken.

The HPC school board of education held a work session to discuss the role of the board of education, review the Nebraska Department of Education Perceptual Survey results and discussed positives, challenges, & input on solutions after meeting with stakeholders. The session was facilitated by Marcia Herring, NASB.

M-Carlstrom, S-Spurling to adjourn at 8:36 p.m. Mc 6-0.

Respectfully submitted,

Erin Meyer
Secretary

3. **Recognition of Visitors/Public Comment (Must stand, state name & full address, and organization you represent, if any)**
Speaker:

PUBLIC PARTICIPATION

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

- **Getting Started:** When you have been recognized, please stand, state your name, full address, and organization you represent, if any.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Adopted- 11/14/16

Revised- 11/8/21

4. **Consider & Approve Extra Duty Negotiated Agreement Amendment**
Speaker:

Amendment to Negotiated Agreement for 2023-2024 School Year

HPC Extra Duty Salary Schedule.- The current Senior Class Sponsor and Assistant Concession will be grandfathered in at their current percentage until a new sponsor assumes the duties. Assistant Concession will be grandfathered at 3.5% instead of 2%. Senior Class Sponsor will be grandfathered at 6% instead of 5%.

HPCEA President

HPC BOE President

Dated June 12, 2023

5. **Consider & Approve Meal Prices for 2023-2024**
Speaker:

High Plains Community



Lunch Prices 2023-24

		Increase from 22-23
K-12 Breakfast	\$2.00	None
Adult Breakfast	\$2.40	
K-6 Lunch	\$3.00	
7-12 Lunch	\$3.10	
Seconds	\$1.00	
Adult Lunch	\$4.50	
Adult Salad Bar	\$4.00	
Milk/Juice	\$0.50	
Reduced Lunch	\$0.40	
Reduced Breakfast	\$0.30	

6. **Consider & Approve 2023-2024 PK Calendar**
Speaker:



HIGH PLAINS COMMUNITY SCHOOLS
2023-2024 DISTRICT PK CALENDAR



Calendar grid for August with dates 1-31 and a summary row: Stu 10 Tchr 16

August event schedule: 7 1st Day of Fall Activities, 9 New Teacher PD, 10-14 Teacher PD, 14 Back-to-School Night, 15 Teacher Work Day, 16 First Day for K-12 Students, 17 First Day for PK Students, 24 Pictures @ Clarks, 28 No School PK

Calendar grid for January with dates 1-31 and a summary row: Stu 17 Tchr 21

January event schedule: 1-2 Holiday Break, 3 Teacher PD, 4 PK-12 Students Resume, 15 No School PK, 22 No School PK, 29 No School PK

Calendar grid for September with dates 1-30 and a summary row: Stu 17 Tchr 20

September event schedule: 4 Labor Day, 18 Teacher PD, 28 PK-12 PT Conferences, 29 PK-6 PT Conferences

Calendar grid for February with dates 1-29 and a summary row: Stu 16 Tchr 21

February event schedule: 5 Teacher PD, 22 PK-12 PT Conferences, 23 PK-6 PT Conferences, 12 No School PK, 26 No School PK

Calendar grid for October with dates 1-31 and a summary row: Stu 18 Tchr 21, 1st qrt 43

October event schedule: 12 No School PK, 16 Teacher PD, 27 Fall Break, 30 No School PK

Calendar grid for March with dates 1-31 and a summary row: Stu 17 Tchr 18, 3rd qrt 37

March event schedule: 7-11 Spring Break, 8 End of 3rd Quarter, 11 Spring Break, 29 Easter Break

Calendar grid for November with dates 1-30 and a summary row: Stu 17 Tchr 19

November event schedule: 10 Veteran's Day, 6 No School PK, 15 HPC Hosting CRC, 22-24 Thanksgiving Break

Calendar grid for April with dates 1-30 and a summary row: Stu 19 Tchr 21

April event schedule: 1 Easter Break, 15 No School PK, 22 Teacher PD

Calendar grid for December with dates 1-31 and a summary row: Stu 13 Tchr 15, 2nd qrt 32, Sem 75, Tchr 91

December event schedule: 4 No School PK, 21 K-12 Students Dismiss, 22-29 Holiday Break

Calendar grid for May with dates 1-31 and a summary row: Stu 11 Tchr 13, 4th qrt 43, Sem 80, Tchr 94, Year Stu 155 Tchr 185, PK Hours 465

May event schedule: 11 Graduation, 15 Last Day for PK Students, 16 Graduation, 17 Teacher Work Day, 27 Memorial Day

Legend table with color-coded boxes for: No School Holiday/Breaks, No School for Students/Teacher Professional Development, 1:30 Student Dismissal/PK-12 PT Conferences, No School PK, PK-6 Parent-Teacher Conferences, End Qtr./End Sem./First Day of Activities, Teacher Work Day/Teacher Flex Day, Graduation/Back-to-School Night



1st Semester = 77 Student Days/91 Teacher Days
2nd Semester = 78 Student Days/94 Teacher Days
Total 155 Student Days/185 Teacher Days

STORM PRIDE!

https://www.hpcstorm.org (website)

@HPCSTORM (Twitter)
High Plains Community Storm (Facebook)

Call the office @ 402-765-2271 to receive paper copies of the newsletters

State:
SB: Oct. 11-13
VB: Nov. 1-4
One-Act: Nov. 15
FB: Nov. 20-21
WR: Feb. 15-17
GBB: Feb. 29 - March 2
BBB: March 7-9
Speech: March 14-16
Track: May 17-18
Golf: May 20-21

**Schedule Staff Meetings on Month's with no PD- if needed

7. Review & Update HPC's Return to Learn & Continuity Plan
Speaker:



15

Mail

Chat

Spaces

Meet

Compose

Inbox 15

Starred

Snoozed

Sent

Scheduled 3

Drafts 6

More

Labels +

Boomerang

Boomerang-Outbox

Cancelled

Boomerang-Returned

kberan@loupcount... 5

Moved 2019-06-11 1... 5

Moved 2019-06-28 15:06

Sent Messages



Return to Learn Plans External Inbox x



Kim Beran

Jun 8, 2023, 11:07 AM (23 hours ago)



Are there updates we should be adding/changing in these Covid Plans? Thanks for the update.



Laura McDougall

9:54 AM (18 minutes ago)



to me

Hello Kim,

At this point, the only real update is that the (COVID) Public Health Emergency has ended, and you can really just go back to your standard operating procedures that were in place prior to COVID—such as, when a child has a fever, they need to stay home for 24 hours, etc. If you have any questions about this, please feel free to give us a call.

Hope you enjoy your summer!

Laura McDougall

Executive Director, Four Corners Health Department

2101 N. Lincoln Ave., York, NE 68467

Phone: (402) 362-2621

Fax: (402) 362-2687

www.fourcorners.ne.gov



Reply

Forward

1st DRAFT 7/11/21- Approved by BOE
2nd DRAFT 7/19/21- Approved by BOE
3rd DRAFT 8/9/21- Approved by BOE
4th DRAFT 9/13/21- Approved by BOE
5th DRAFT 11/8/21- Approved by BOE
6th DRAFT 2/8/22- Approved by BOE
7th DRAFT 8/25/22- Approved by BOE
8th DRAFT 6/12/23- Presented to BOE

HIGH PLAINS

COMMUNITY SCHOOLS

SAFE RETURN & CONTINUITY PLAN



Discussion and public input - Monday, July 12th @ 7:30 p.m., Aug. 9th @ 6:30 p.m., and Feb. 8th @ 6:30 p.m. during the regular board of education meetings.

Introduction

High Plains Community Schools COVID-19 Return to School Framework initially developed during the summer of 2020 allowed us to successfully hold in-person learning throughout the 2020-21 school year. That plan has been updated for the 2021-22 school year to ensure the continuation of in-person learning for the 2021-22 school year. The updates are based on new guidance from the Center for Disease Control (CDC), the Nebraska Association of Local Health Departments (NALHD), Four Corners Health Department, the Nebraska Department of Education (NDE), and the United States Department of Education. The format, components, and name have all been adjusted to meet the requirements set forth by the American Rescue Plan (ARP) Act.

Safe Return to School Team

Kim Beran- Superintendent

Micah Fisher- 7-12 Principal

Bre Helgoth PK-6 Principal/Parent

Greg Wood- AD

Jenni Conkel- Polk County Health Department

Cheryl Erickson- Polk County Health Department/HPC Nurse

Brady Hanquist- PA-C/Parent

Guiding Principles

Planning Purpose: The purpose of this Safe Return to In-Person Instruction Framework is to plan for keeping our students, staff, and families safe and in-school should the pandemic situation reoccur. The framework was developed to allow for changes and updates throughout a pandemic, based upon COVID incidences within our community and guidance from local, state, and federal governments and health officials.

High Plains Community Schools In-Person Instruction Framework will be reviewed at least every 6 months and may be adjusted as new information/guidance becomes available.

COVID Transmission Levels

The framework was developed based upon the COVID transmission levels and positivity rates within our school district and our geographical region.

If COVID transmission levels/positivity rates increase, this framework may be revised to include additional COVID mitigation measures.

Layered Prevention

The CDC recommends that all schools implement and layer prevention strategies, including:

- Universal, correct use of masks
- Physical distancing
- Handwashing and respiratory etiquette
- Cleaning and maintaining healthy facilities, and
- Contact Tracing (in combination with isolation and quarantine)

All prevention strategies provide some level of protection, and layered strategies implemented at the same time provide the greatest level of protection. (CDC)

Components for Maintaining Health & Safety

Universal and Correct Wearing of Masks

Mitigating Measures/Safety Protocols:

1. Face masks are encouraged for staff and students who have not been vaccinated.
2. Face masks may be required temporarily for staff, students, and visitors if COVID cases rise and it is believed that this safety precaution is necessary to prevent further spread and a possible school closure.

Modifying Facilities to Allow for Physical Distancing

Mitigating Measures/Safety Protocols:

1. Social distancing measures (goal of maintaining 3 feet between students where feasible) will be taken to prevent the spread of COVID as needed.
2. Non-essential furniture may be removed from classrooms to maximize social distancing between students if needed. Desks will all face the same direction if additional preventative measures are needed.
3. Non-essential visitors and volunteers may be limited if case levels increase.
4. Six feet of social distancing may be encouraged for all students if COVID cases rise and it is necessary to prevent the further spread and possible school closure.

Handwashing and Respiratory Etiquette

Mitigating Measures/Safety Protocols:

1. Proper handwashing, cough and sneeze etiquette will be taught, reinforced and monitored.
2. If handwashing is not feasible, hand sanitizer will be provided and used.

Cleaning and Maintaining Healthy Facilities and Improving Ventilation

Mitigating Measures/Safety Protocols:

1. High-touch surfaces will be cleaned routinely (at least daily and between uses when possible).
2. Shared supplies and equipment will be sanitized between uses if COVID cases increase and it is necessary to prevent the further spread and possible school closure.
3. Heating, ventilation, and air condition settings will maximize ventilation and bring in as much outdoor air as possible.
4. Air filters will be changed regularly.
5. Windows will be opened if feasible.

Exposure

Mitigating Measures/Safety Protocols:

1. If contact tracing, isolation and quarantines are reinstated, HPC will cooperate and coordinate with the Four Corners Health Department.
2. HPC's normal health procedures will be followed, including:
 - a. Students and staff who are sick must stay home.
 - b. Students and staff must be fever free for 24 hours (without medication) before returning to school.
 - c. If a student or staff member tests positive they will be excluded until at least 5 days have passed since first symptoms AND at least 24 hours have passed since last fever without fever-reducing medications AND symptoms have improved (as per Four Corners Health Department Guidance) **and wear a mask for an additional 5 days.**
 - d. If a student or staff member is in close contact (immediate household member) that has tested positive for Covid-19, they will self-monitor AND are *required* to wear a mask for 10 days but may attend school if they are symptom free. If symptoms develop during the 10 days, they will follow the Four Corners Health Department Guidance for re-admittance.

Diagnostic and Screening Testing

Mitigating Measures/Safety Protocols:

1. Students and staff who exhibit COVID-19 related symptoms **should** stay home. **Please refer to the CDC guidelines for symptoms that are related to Covid-19.**
2. If COVID levels rise, HPC will consult with local officials to determine if screening should be considered for students, staff and visitors.

Vaccination Efforts

Mitigating Measures/Safety Protocols:

1. HPC provided the opportunity for on-site vaccinations for all staff in Spring 2021 **and Fall 2021.**
2. HPC will continue to monitor and update staff, students, and parents with necessary information regarding vaccinations if needed or requested.
3. Vaccination information is included on the district's webpage.

Appropriate Accommodations for Children with Disabilities

Mitigating Measures/Safety Protocols:

1. Student's IEP and 504 plans will be followed. Accommodations may be included that apply to the health and safety of students, relative to COVID.

Coordination with State and Local Health Officials

Mitigating Measures/Safety Protocols:

1. HPC will continue to collaborate with our local and state health department on a regular basis, monitoring case levels and new guidance.
2. Information about levels of community transmission will be combined with information about cases within the district; implementation of prevention strategies will be increased if needed.
3. HPC will implement or revise strategies when necessary.
4. This plan will be revised at least once every **6 12** months.

Ensuring Continuity of Services

Continuity of Services

Mitigating Measures/Safety Protocols:

1. It is our goal to continue to provide in-person learning to all students, addressing their academic, social, emotional, and mental health via the many programs in place within our district. ~~We intend to follow the 2021-22 school year calendar and our normal curriculum, assessments, and schedules.~~
2. If COVID cases rise significantly and we are required to close school, every effort will be made to provide these services virtually, all special education services will be provided according to the student's IEP.
3. If COVID cases rise significantly and the district is providing virtual lessons, chromebooks may be distributed if feasible in order to ensure equitable access for students.

Symptoms Screening

Mitigating Measures/Safety Protocols:

1. **Parents and guardians will be encouraged to screen students for COVID-related symptoms at home, and to follow health department guidance regarding testing, isolation and quarantine.**
2. If necessary to prevent the further spread and possible school closure, on-site symptom checks may be reinstated for everyone entering our facilities.

Other

Mitigating Measures/Safety Protocols:

1. Water coolers will be available. Students and staff are encouraged to bring water bottles to school.
2. Self-service food options may be limited.
3. ~~All students will continue to receive free meals. Please continue to fill out the free and reduced meals paperwork to help with school funding.~~
4. Breakfast and lunch will be served in the cafeteria. If COVID levels increase social distancing measures will be utilized to prevent the further spread and possible school closure.
5. ~~A Covid Dashboard is on the district's website to inform staff, parents, and students on the status of Covid positive or presumed positive cases (per a medical provider) in the district.~~

Requests for Translation or Accessibility Accommodation:

Any parent who would like this document translated to another language to assist them in understanding it, or any parent with a disability who would like to request a different format to assist them in understanding it, should contact the superintendent at kberan@hpcstorm.org.

Stakeholder Collaboration and Feedback:

The school district sought feedback from students, families, administrators, teachers, school staff, and members of the public in the following ways.

1. Conducting the attached staff survey; [Safe Return to School Survey](#)
2. Opening dedicated discussion and public input time at school board meetings held on July 12, 2021 at 7:30 p.m. and August 9, 2021 at 6:30 p.m. with copies of the agendas and minutes attached; [HPC BOE Agenda/Minutes](#)
3. The school district sought feedback from the local education association by sending the attached letter to the association president, Patrick Siemek, on 7-19-21. [Association President Letter](#)
4. The school district sought feedback from the local health department by sending the attached letter to Four Corners Health Department on 7-19-21. [Four Corners Letter](#)
5. The school district sought feedback from Cynthia Alarcón by sending the attached letter to ESU 7 on 7-19-21. [ESU 7 Letter](#)

Public Comments

Planning, Review and Consideration of Public Comment

July 11, 2021:	Draft sent to building level principals for review
July 12, 2021:	Draft reviewed and discussed at Board meeting; Public Comment for feedback
July 19, 2021:	Administrative meeting to discuss, review, and revise the plan
July 26, 2021:	Draft shared via email with all staff and Board of Education for review and comment
July 26, 2021:	Draft shared with Four Corners Health District
July 30, 2021:	Feedback from staff & parents reviewed; suggestions considered
August 9, 2021:	Draft reviewed and discussed at Board meeting; Public Comment for feedback. Return to In-Person Instruction Framework adopted by Board of Education
August 13, 2021:	Third draft & following are shared with all staff and parents on our Website

January 19, 2022: Safe Return Team met to review, update, and provide feedback on the current plan. Public & BOE feedback will be received at the Feb. 8th regular board meeting.

August 25, 2022: Safe Return & Continuity Plan was updated with current team Members & brought to the BOE for approval.

Summary

High Plains Community Schools is committed to providing students and staff with a safe, in-person learning environment. The strategies outlined in this plan will be implemented to mitigate the risk of COVID spread in our school. The strategies will be reviewed and revised at least every six months based on COVID cases within the district and our community, and any new research/evidence that becomes available.

The Safe Return and Continuity Plan will be translated into a language that parents can understand and/or provided oral translation.

8. **Consider & Approve the Purchase of 3 Smartboards**
Speaker:



create engaging spaces

High Plains CS - Boxlight, Diversitrack - 4-7-23

Proposal No. 34894

05-22-2023

Prepared for:

High Plains Community Schools
206 S. Pine Street
Polk, NE 68654 USA

Contact:

Tonya Bannister
Accounts Payable
tbannister@hpcstorm.org
(402)765-2271

Prepared By:

KCAV - Omaha
11819 Stonegate Drive, Ste 100,
Omaha, NE 68164
(800) 798-5228

Sales Rep:

Jason Foster
AV Sales Consultant - NE
jfoster@k cav.com
(800) 798-5228 x162

At KCAV, we help our clients succeed by providing audio-visual solutions that deliver results. We look forward to partnering with you to create engaging spaces to learn, work and share!

COMPANY HISTORY

Kansas City Audio-Visual (KCAV) was founded in 1953 by Mickey Adler, who offered his clients innovative solutions of the time - dictating machines, opaque projectors, and overhead projectors. Today, KCAV remains family-owned and run by Jerry & Lisa Bernard, Mickey's son-in-law and daughter. And while technology has definitely changed since 1953, KCAV's commitment to the customer has not.

At KCAV, we are committed to:

- Integrity at the core of everything we do.
- Innovative, reliable solutions that help our customers succeed.
- Long-term relationships based on trust, proactive communication, and high-quality service.

In 2018, KCAV acquired Engaging Technologies, a family-owned audio-visual technology company based in Omaha, further expanding KCAV's footprint into Nebraska and Iowa. Now, over sixty-five years later, KCAV is one of the largest suppliers of audio-visual technologies in the Midwest.

THE KCAV TEAM

We believe that people choose to do business with people. Our business model is based on offering our clients personal service from AV professionals at every stage of your experience. The KCAV Sales Team is distributed throughout Kansas, Nebraska and Missouri, allowing us to offer local, personalized service. Our Sales Team will partner with you, investing the time and resources to understand your needs, goals and realities. With that understanding, the KCAV Team will design, install, and support solutions that will transform your learning, working and sharing spaces - including meeting and collaboration spaces, classrooms and training rooms, and larger venues such as auditoriums, gymnasiums, and more.

Our full-time, industry-certified Design and Engineering Team takes pride in providing cost-effective systems that provide quality, worry-free operation. Big or small, each project receives individual attention from experienced professionals. In addition, our strong relationships with hundreds of manufacturers allow us to offer the latest technology at a cost you will appreciate.

Our KCAV Operations Team includes full-time engineers, project managers, and technical staff that hold industry-recognized certifications and strive to provide you with an exceptional client experience. In addition to providing thorough, quality, on-site installation, we place great value on providing you with proactive communication so that there are no surprises throughout the process.

After installation is complete, you'll receive on-site training in the operation of your installed systems. In addition, we offer optional high-quality professional development delivered by our Implementation Specialist, a trained educator experienced in helping users of all levels better utilize your technology investment.

Finally, the KCAV Service Team will provide you with "peace-of-mind" support, offering both telephone-based support with after-hours paging service, as well as on-site service to maximize the utilization of your new audio-visual system.

We look forward to welcoming you to the KCAV family of clients.

KCAV will install two (2) 65" Boxlight panels with Diversitrack 12' kits with no cabling. Each board will have a wireless keyboard and mouse supplied as well. The school is responsible for power to be supplied at each install location within the 12' track. KCAV will also install one (1) 65" panel on the wall in a classroom. This board will have a wireless keyboard and mouse supplied. The school is responsible for power to be supplied to the panel.

Exact room numbers will be identified upon shipment.

MATERIALS & SERVICES

PURCHASED EQUIPMENT

PART NUMBER	MANUFACTURER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
104645	Boxlight	65" UHD/4K includes wifi and wall mount	3.00	\$2,278.00	\$6,834.00
101514	Track Technology	Diversitrack TV for LED/LCD Screens, VESA Compliant, 180 lb capacity, 12 ft system, Includes #DT-PWR	2.00	\$649.00	\$1,298.00
104196	Logitech	MK540 Wireless Keyboard and Mouse Combo	3.00	\$59.99	\$179.97
SHIP-HANDLING	KCAV	Shipping & Handling of all above items	1.00	\$553.91	\$553.91
100668	KCAV TRAINING	Planning Period Half-Day Training - Up to 5 Hours	1.00	\$1,250.00	\$1,250.00
WARRANTY	KCAV	Workmanship Warranty	1.00	\$0.00	\$0.00
CONSUMABLES	KCAV	Installation Materials	1.00	\$233.40	\$233.40
TOTAL PURCHASED EQUIPMENT					\$10,349.28

INSTALLATION SERVICES

DESCRIPTION	TOTAL PRICE
Installation of IFP and Diversitrack (qty 1-10)	
Commissioning	
Installation - IE Travel Fee	
Installation - IFP - 1-10 Rooms - No Wiring	
Project Management	
TOTAL INSTALLATION SERVICES	
	\$2,018.36

SERVICE COVERAGE

PART NUMBER	MANUFACTURER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
WARRANTY	KCAV	Workmanship Warranty	1.00	\$0.00	\$0.00
TOTAL SERVICE COVERAGE					\$0.00

Subtotal:	\$12,367.64
Tax:	\$0.00
TOTAL:	\$12,367.64

GENERAL TERMS AND CONDITIONS

These Terms & Conditions are by and between Kansas City Audio-Visual, Inc. (the "Company") and the undersigned Customer (the "Customer").

- 1. GRANT OF SECURITY INTEREST:** By signing below, Customer acknowledges that this contract serves as a security agreement within the meaning of the Uniform Commercial Code (UCC), and Customer agrees that Company may file such UCC financing statements as are appropriate to perfect Company's security interest in the equipment.
- 2. INSTALLATION:** Customer hereby grants to Company or its agent the right to install the equipment, to the extent such installation is specified above. Customer represents and warrants that all necessary governmental and third-party approvals for installation of the equipment have been obtained, unless otherwise specified. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, pandemics, strikes or other union bargaining, and all acts not directly attributable to Company, shall not in any way affect the obligations of Customer, and Company's obligations with respect to such installation shall be suspended during the event causing the delay. Company shall not be responsible for damages from any such delay.
- 3. TAXES, FEES, AND PERMITS:** Customer agrees to pay Company all applicable Federal, State, and local taxes, excises, permits, and fees. All dollars in this Agreement are pre-tax, unless otherwise stipulated.
- 4. SHIPPING:** All shipments of equipment are FOB Company's distribution facilities.
- 5. RESPONSIBILITY:** Until balance is paid, Customer agrees to take proper care of the equipment on premises and to be responsible for any damage or loss by fire, theft, casualty, or any other cause whatsoever, and will not permit or suffer same to be removed from the place of its location at address of Customer, without written consent of Company or assigns.
- 6. GENERAL:** This Agreement constitutes the sole and entire understanding between the parties with respect to the subject matter hereof and supersedes all prior conversations, agreements, representations and promises, whether verbal or written. No modification of this Agreement shall be valid, unless made in writing and properly signed by each party. The provisions of this Agreement are severable; if any clause or provision shall be held invalid or unenforceable, in whole or in part, then such invalidity shall attach only to such clause or provision. Customer shall pay all attorneys' fees and other costs and charges incurred by Company in the collection of debt.
- 7. INFRASTRUCTURE:** In the event that Company is installing equipment or systems that require connectivity to the Customer's network including, but not limited to, VOIP connectivity, internet access, wireless network access, firewall traversal, and/or port forwarding, Company may advise Customer as to the network requirements, but any responsibility for infrastructure on the part of Company stops at the installed equipment's network jack or wireless connection and configuration of the network settings on the device sold by Company. Company is not responsible for updating network settings in the event the Customer's network changes. If the Customer's network is not "Plug and Play," then any custom network settings must be supplied by Customer to Company before the start of installation.
- 8. INSTALLATION AND SITE PREPARATION:** Installation (field assembly, interconnection, equipment calibration and checkout) is to be performed by the Company's trained technical employees. The Company shall be entitled to employ subcontractors and/or agents to assist in or carry out, in whole or in part, the installation. In the event installation by Company employees is prevented by trade unions, Customer shall arrange with the trade unions at its own expense to complete installation. The Company is thereafter liable only for supervision of installation.

Company agrees to coordinate with other trades to facilitate satisfactory work progress. If Company's work in progress is impeded by other trades and/or contractors (excluding Company's own subcontractors) or by scheduling delays due to Customer, time delays in the final installation as well as additional charges including labor, travel and reasonable expenses may result.

Customer shall be responsible for preparing, at its own expense, the installation site in accordance with the Company's instructions, including the requirements specified in the proposal. Company shall not be responsible for any high-voltage electrical work, ceiling modifications, structural modifications, or mechanical systems modifications.

Unless otherwise specified, Customer shall provide the Company with source code for any non-Company programmed remote control system required to be modified under the terms of this Agreement.

Customer shall provide the Company with reasonable access to the installation site before delivery, based upon a mutually agreed upon project schedule, for purposes of determining site readiness for installation. Customer will designate an individual on Customer's staff to serve as a contact person for all site preparation and installation issues. Customer shall indemnify the

Company against any loss, damage or claim arising out of the condition of the storage and installation premises.

Customer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required for the installation and/or use of the equipment and the premises where the equipment shall be situated.

9. LIMITATIONS OF WARRANTY - PRODUCTS OF OTHERS: Unless otherwise specified, no warranty is provided for "consumables," including batteries, lamps, glassware and evacuated devices.

Company's sole obligation with respect to any material or part identified in the quotation, literature, or specifications furnished to the Customer as manufactured or supplied by others, shall be to pass on to Customer the applicable manufacturer's warranties, if any.

10. CHOICE OF LAW AND SEVERABILITY: This agreement shall be interpreted in accordance with and governed in all respects by the law of Missouri. Venue shall be Kansas City, Missouri. Should any provision of this Agreement be found invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other provision contained herein.

11. PROJECT/ORDER CANCELLATION: Customer must notify Company via both orders@kcav.com and sales representative in writing to cancel a project or order. Upon receipt of the notice, Company will acknowledge in writing Customer's order cancellation and provide the official date of cancellation. Customer agrees to pay Company for any labor expended or scheduled up to the order cancellation date, including but not limited to engineer time, design time, labor and travel completed, shipping costs, and other expenses related to the order. Assuming the equipment can be returned to the vendor, Customer agrees to pay a 25% restocking fee in addition to any applicable shipping charges. If the vendor will no longer accept the return of the equipment, Customer agrees to be responsible for the full cost of the equipment. Custom items may be noncancellable and are not returnable.

12. RESTOCKING FEES: In the event Customer wishes to return any equipment, Customer agrees to pay restocking fees of 25% of the sale price in addition to any applicable shipping charges.

13. CHANGE ORDERS: Any changes of scope made to the design of the system or the contractual agreements in implementation or functionality will require a mutually agreed upon "Change Order" form signed by an authorized representative for the Customer.

14. TARIFFS: If any products included in the proposal are impacted by international tariff changes, the Company reserves the right to adjust or cancel the proposal.

15. PROFESSIONAL DEVELOPMENT SERVICES: Unless specified otherwise, any purchased training or professional development services must be conducted within 12 months of placement of the sales order, unless mutually agreed upon otherwise in writing. Company will consider any contract to deliver professional development services fulfilled on the date 12 months after placement of sales order.

16. DESIGN SERVICES: All designs are the property of the Company. If Customer contracts with the Company to implement the design, the design shall become the property of Customer. If Customer wants to use the Company's design for an RFP, bid or any other purposes without implementation by the Company, the Company will advise Customer of the fee to purchase the design. Upon payment of the fee, the design becomes the property of Customer.

17. CONFIDENTIALITY: This Agreement and all drawings, specifications, and designs are the property of the Company. Proprietary information provided to Customer (or its agents) is for the sole purpose of demonstrating the Company's capabilities and shall be held in confidence. These materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of the Company. Any effort to do so will be considered a violation of copyright law.

18. PARAGRAPH HEADINGS: The paragraph headings contained herein are for the convenience of reference only and shall not be construed to affect the interpretation or construction of any substantive provision of this Agreement.

KCAV PROJECT WARRANTY

KCAV offers a 90-day warranty on labor and workmanship, beginning on the date of substantial completion of your project. In the event there is a service issue, and it is determined that the issue is due to project workmanship, KCAV will rectify the issue at no cost to the client. KCAV offers a 90-day warranty on any manufacturer's components included in the project and purchased directly from KCAV. KCAV will work with the manufacturer and client to remove, replace, and reinstall the defective equipment at no charge to the client. KCAV supports the manufacturer's warranty on all hardware. Manufacturer warranties range in time and may be as long as five years. Most manufacturer warranties are based upon depot service. As such, the manufacturer warranty does not cover such items as travel and labor to remove defective equipment, or to reinstall replacement equipment. In the event of a service call which turns out to be related to issues outside of warranty (act of God, user-error, etc.), KCAV will submit an invoice for travel, time, and materials related to the service call. KCAV can provide more information regarding handling of hardware-based warranty situations upon request. KCAV is not responsible for warranty or support of existing Owner Furnished Equipment (OFE).

Maintenance and service agreements are available for extended periods of time. If you have interest in learning more, please contact KCAV at (service@k cav.com) for more information.

KCAV SERVICE OPTIONS

KCAV offers three levels of hourly service, in order to address a full range of situations that require timely, high-quality service of our clients' AV system.

Standard-Level Service

Standard-level service takes place between the hours of 8:00am - 5:00pm, Monday-Friday. Standard-level services requires a minimum of two business days' advance notice for scheduling purposes. While KCAV will make every effort to perform standard service sooner than two days from the client's request, this will not always be possible.

Priority-Level Service

Priority-level service takes place between the hours of 8:00am - 5:00pm, Monday-Friday. Priority-level service will be performed with less than two business days' advance notice. Priority-level service is designed for time-sensitive service needs which do not allow for two or more business days' advance notice.

After-Hours Service

After-hours service takes place outside of 8:00am - 5:00pm, Monday-Friday, and also takes place on federal holidays. After-hours service is designed for service needs which cannot be addressed during standard business hours.

Please note the following which apply to all levels of service provided by KCAV:

- Service time is portal-portal. The time is calculated from the time the service technician departs the KCAV office until the time the service technician returns to the KCAV office.
- A two-hour minimum will be charged for all service calls.
- A dispatch fee is added to each service call to account for the costs of operating the service vehicle.

1. **DELAYS:** All orders are subject to the Company's ability to make delivery at the time specified, and the Company shall not be liable for damages for failure to make partial or complete delivery. The Company shall not be liable for delays in delivery caused by forces not reasonably within Company's control (including but not limited to delays or defaults by carriers, extreme cold weather, floods, fires, storms, or other acts of God, war or act of public enemy or civil disturbance, strikes, lock-outs, shortages of labor or raw materials and supplies, action of any governmental authority, or any other force majeure event). Customer shall be liable for any added expenses incurred by the Company because of, including but not limited to, Customer's delay furnishing requested information to the Company; delays resulting from order changes by Customer; delays related to Customer's network configuration or other systems issues; or conditions affecting installation duration, off-hours or continuous workdays of 8 am to 5 pm.

2. **EQUIPMENT AND MATERIALS PRICE INCREASE:** Company shall be entitled to additional compensation from Customer in the event there is a significant increase in price of any specific item of equipment or materials of seven percent (7%) or more between the date the Agreement is signed and the date that equipment and materials are purchased for the work to be performed on the project.

3. **DELIVERY COSTS & CLAIMS:** Customer agrees to pay for all shipping or transportation costs of the equipment as and if stated on Company's proposal and/or the invoice. Company shall not be liable to Customer for any damage to or loss of equipment in transit. Company's only recourse as to such damage or loss shall be with or against carrier, and all claims must be filed with the carrier. Upon delivery, Customer must inspect and verify that contents match the packing list and are without damage. If there are any discrepancies or damages, Customer must notify Company in writing within three (3) business days, or such claims shall be waived.

4. **HARDWARE-ONLY ORDERS:** Orders over \$50,000 consisting of hardware only require a 50% deposit.

5. **INSTALLATION PROJECTS:** In keeping with industry standards, payment terms for projects over \$50,000 that involve installation are as follows:

- 50% deposit in advance of start of project
- 40% invoiced following delivery of hardware
- 10% remaining invoiced following completion of project

6. **PAYMENT & PAST DUE ACCOUNTS:** All payments are due within thirty (30) days of the invoice date unless an advance deposit is required on Company's quote. A finance charge of the lesser of 1.5% per month (18% - APR) or the highest rate permitted by law will be assessed on all past due accounts. Interest charged on a past due invoice will be assessed from the date of the invoice. Customer agrees to reimburse Company for all attorneys' fees and court costs in connection with default of these payment terms by Customer.

7. **CREDIT & CREDIT CARD PURCHASES:** Credit payment terms must have the prior approval of Company. Company reserves the right to stop delivery of equipment or provision of services if Customer's financial condition becomes impaired or unsatisfactory to the Company. Additionally, Company may require payment in advance or other security, and, in the absence thereof, may cancel, without liability, the unfilled portion of an order. Credit card purchases shall be subject to a four percent (4%) convenience fee where allowed.

PROPOSAL SUMMARY

BILL TO: High Plains Community Schools 206 S. Pine Street Polk, NE 68654	SHIP TO: High Plains Community Schools 206 S. Pine Street Polk, NE 68654
--	--

Subtotal: \$12,367.64
Tax: \$0.00
TOTAL: **\$12,367.64**

This Quote shall become binding on the parties hereto when signed by Subscriber and accepted and approved by Kansas City Audio-Visual, Inc.. By Customer's signature, Customer acknowledges that they have read, understood and agreed to Kansas City Audio-Visual, Inc. Terms and Conditions.

CUSTOMER: High Plains Community Schools

Kansas City Audio-Visual, Inc.

SIGNATURE: _____

SIGNATURE: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

9. **Administrative Reports**

Speaker:

9.1. **Superintendent Beran**

Speaker:

HPC School Board Meeting
Mrs. Beran's Superintendent Board Report

Date: Jun 12, 2023

The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.
Every Student! Every Day! Every Way!

HPC BOE Goals

Goal I: Academic Success

Goal II: District Culture

Goal III: Well-Being of Staff & Students

Goal IV: Facilities & Transportation

Important Dates:

- We will have Student Fees & Parent Involvement Hearing at next BOE meeting
 - Policy Committee will need to meet again & Handbooks will need approved in July or Aug

Goal I: Academic Success:

- Mrs. Helgoth has completed her Master's program for Education Administration & has passed her Praxis exam!

Goal II: District Culture:

- Are you interested in doing Community Engagement with NASB (Marcia H.) this fall?

Goal III: Well-Being of Staff & Students:

-

Goal IV: Facilities & Transportation:

- Blue Suburban is next to be replaced during the 2023-2024 school year
- The Clarks 2005 John Deere mower, with snowblade needed to be replaced. The repairs were going to be about \$2000 & we have put a lot of money into over the years. It wasn't feasible to continue fixing it. Replacing with a 2015 John Deere mower that has about 250 hours on it. The cost is \$7,500, less a \$300 trade in for the old mower. We had \$30,000 budgeted for this on the Capital Replacement Schedule, so we are still within reason with the budget
- Other things in the works from the Capital Replacement Schedule for 22-23
 - Update some of the school furniture (ie. desks, tables, etc)
 - Smartboards (on this BOE agenda)

- Expand Polk parking lot
- Keys updated
- Pressbox (awaiting an update from contractor)
- Drywall fixed in addition
- Painting project in Polk W. Campus gym
- Door entry last phase of security update
- Items on the horizon for 23-24 per Capital Replacement Schedule
 - Paint shop in Polk
 - Furniture update for Clarks (ie. desks, tables, etc)
 - Replace Blue Suburban
 - Video board for Polk gym
 - Concrete work for Clarks & Polk (sidewalks)
 - Underground sprinkler system for Clarks FB field

Openings:

2 cooks in Polk

1 pt time or full time custodian for Polk

½ sped teacher Clarks

HS Math teacher Polk

9.2. Principal Fisher
Speaker:

- LB705 - Governor Jim Pillen has signed into law that includes a variety of items, but one of the provisions to require all **public** high school seniors to complete the Free Application for Federal Student Aid (FAFSA) to graduate. The requirement goes into effect for the class of 2025. The legislation includes the ability for a parent/legal guardian or a school principal (or their designee) to opt a student out of the requirement. Students 19 or older or emancipated minors can also opt out of the requirement.
- School Schedule - students' received their schedule for the 2023-24 school year. Please know that this is not final, but an opportunity for those that may possibly want to make any changes. They were distributed during advisory and there were a lot of great conversations about their schedule on how it could benefit them. Their class schedule was built on high school graduation requirements and courses requested through the registration process. If a student wants to make changes to their schedule, they will have the ability to do that during the first week of school. A lot of the changes moving forward will depend on course availability and course failures.
- Dual Credit Information - Mr. Kucera and I met with any individuals that are interested in taking dual credit classes for the fall semester. We received several requests through the course registration process and want to ensure that they are receiving the necessary information. HPC partners with Central Community College as an opportunity to get an earlier start on their college and/or career path. CCC does transfer credits to other colleges or universities that your student wants to attend after high school. This will be contingent on what CCC and other universities have agreed upon.
- Student/Parent Advisory Group - I met with our student and parent advisory groups. The purpose of the initial meeting was to get a feel for where HPC is currently at (positives or concerns) and use that information to drive decisions moving forward. It was a productive meeting that required further context on certain areas, but overall it will allow further communication to promote HPC and what's going on.
- Postsecondary Education - As the school year comes to an end, it is important that we consistently monitor and track where our seniors are leaving to ensure we are preparing them for life after high school. Included below is a breakdown of where students are going.

CONTINUING EDUCATION DATA

Grad Year	Total Graduates	4-Year		2-Year/Tech School		Military		Workforce	
		Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
2017	26	9	35%	15	58%	1	4%	1	4%
2018	19	5	26%	8	42%	2	11%	4	21%
2019	17	8	47%	7	41%	1	6%	1	6%
2020	16	7	44%	8	50%	0	0%	1	6%
2021	17	5	29%	8	47%	0	0%	4	24%
2022	17	5	29%	9	53%	1	6%	2	12%
2023	15	3	20%	7	47%	1	7%	4	27%
TOTAL	127	42	33%	62	49%	6	5%	17	13%

9.3. Principal Helgoth

Speaker:

High Plains Community Board of Education Meeting
Mrs. Helgoth's Elementary Report

Date: 6/12/23

The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.

Every Student! Every Day! Every Way!

1. Elementary Building and Grounds

- a. Roof project update
- b. Facility cleaning, maintenance, classroom painting, and furniture updates
- c. Lighting upgrades being finished
- d. Smartboards being installed
- e. Cleaning out storage

2. Professional Development for Academic Success and School Safety

- a. Elementary staff will be renewing their MANDT training certificates this summer
- b. Several staff are continuing course work at the graduate level
- c. The admin team has attended leadership professional development

3. Working toward Academic Success

- a. Summer Jumpstart
- b. Initial invites went to families in report cards and a follow up invite and RSVP will be sent at the end of June.
- c. Optional opportunity students are invited to attend to get a "jumpstart" on the year.
- d. Invitation list is determined by spring assessment data.
- e. Twelve days, 3 teachers, paraprofessional support
- f. Focus on Math, ELA, and Science

4. School Culture

- a. Students began summer with a Academic Awards Celebration.
- b. The spring concert was a great performance and well attended.
- c. The elementary Celebration Committee hosted a shower brunch for five of our staff.
- d. The elementary Celebration Committee, Leadership Committee, and the the Safety Team met at the end of the year to get started on planning events for next school year. Continued family engagement is a strong focus.

9.4. A.D. Wood
Speaker:

ACTIVITIES DIRECTOR'S REPORT

June

HS State Track:

Emily placed 13th in the Discuss

Gavin placed 5th in the 400, 7th in the 4x100, 14th in the 4x400,

Brody placed 5th in Triple Jump and 19th in 110 m Hurdles,

Haden placed 17th in the 2 mile, 7th in 4x100,

Gage placed 7th in the 4x100 and 14th in the 4x400,

Lance placed 7th in the 4x100 and 14th in the 4x400,

Carter placed 14th in the 4x400

All-Star Game:

Kenzie represented HPC in the CRC vs Goldenrod conference all-star volleyball game.

Hailey represented HPC in the CRC vs Goldenrod conference all-star basketball game.

Summer weights is off to a great start

Three sessions – Girls, Boys and JH

Greg Wood

High Plains Community

Activities Director

10. Policy Review

Speaker:

**10.1. Consider & Approve Budget & Property Tax Request Policy (3001) -
required change**

Speaker:

3001 Budget and Property Tax Request

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov/>

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be

considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the

proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1632(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing

agenda will only include discussion on each political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent allowed by law.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent allowed by law and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; ***and***
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be

certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: 12/12/16

Revised on: 7/12/21, 6/12/23

Reviewed on: _____

10.2. Consider & Approve Bidding for Construction Policy (3003.1)- highly recommended
Speaker:

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, 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 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

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 \$10,000 (Micro-Purchases)

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

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

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, 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 and \$249,999 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 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 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 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 200.326 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, 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, compliance with public policy, record of past performance, and financial and technical resources.

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.

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.
 - 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

The officers, employees, and agents 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, 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 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 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.

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.

VIII. 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, 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: _____7/8/19_____

Revised on: _____6/13/22, 6/12/23_____

Reviewed on: _____

**10.3. Consider & Approve Fiscal Management for Purchasing Policy (3004.1)-
highly recommended**
Speaker:

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

1. Purchases up to \$10,000 (Micro-Purchases)

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

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

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 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 in procurement of A/E professional services. It cannot be used to purchase other types of services though 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, compliance with public policy, record of past performance, and financial and technical resources.

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

The officers, employees, and agents 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, 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 which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

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 used to 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.

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 original or replacement 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 FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

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

J. 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 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.

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, and labor surplus area firms are used when possible consistent with state law.

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

The District may deviate from this general requirement only if:

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

C. Record Keeping

1. Record Retention

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

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

2. Maintenance of Procurement Records

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

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of

passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 7/10/17

Revised on: 6/13/22, 6/12/23

Reviewed on: _____

10.4. Consider & Approve Lending Textbooks Policy (3033)- required changes
Speaker:

3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of

school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: 6/12/17

Revised on: 6/12/23

Reviewed on: _____

**10.5. Consider & Approve Purchasing (credit) Card Program Policy (3036)-
highly recommended**
Speaker:

3036

Purchasing (Credit) Card Program

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

Authorized Purchases. Authorized users have standing authority to use the purchasing cards to change actual, necessary, and reasonable travel expenses and any reasonable and necessary expenditures on students participating in the district's curricular or extracurricular programs. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee.

Meal Reimbursement. In the event district employees attend a conference in which meals are not provided, HPC will authorize meal reimbursement up to \$50 a day per district employee for meals which are actually and necessarily purchased in accordance with district policy. Meal reimbursement is contingent on the submission of an itemized receipt.

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

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: **District Bookkeeper, Athletic Director, Principal, and Superintendent.**

The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A**

non-itemized credit card receipt alone is not sufficient. Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 - Local School Districts or Schedule 24 - Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

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

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

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

Adopted on: 7/10/17

Revised on: ____6/12/23_____

Reviewed on: _____

10.6. Consider & Approve Audio & Video Recording Policy (3059)- highly recommended
Speaker:

3059 Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty,

even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____7/10/17_____

Revised on: _____7/10/21, 6/12/23_____

Reviewed on: _____

10.7. Consider & Approve Drug Policy (4003)- required change
Speaker:

4003 Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated **HPC Superintendent** as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

HPC Superintendent may be contacted at **402-765-2271**

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall

include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the

accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Review Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on

the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: 2-13-17

Revised on: 7-13-20, 6/12/23

Reviewed on: _____

10.8. Consider & Approve Appropriate Relationships Policy (4043)- no changes
Speaker:

4043

Professional Boundaries and Appropriate Relationships Between Employees and Students

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.

- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are **in person, school e-mail accounts, and school sponsored messenger system.** Employees may use the following personal communication systems to communicate with students: **School email, Remind 101, Google Classroom, SeeSaw, Infinite Campus School Messenger.** A personal

communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the **Merrick County Sheriff** at (308) 946 -2345, the **Polk County Sheriff** at (402) 747-2231 or the **Nebraska State Patrol** at (402) 471-4680.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator,

counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: 3/13/17

Revised on: 10/12/20

Reviewed on: _6/12/23_____

10.9. Consider & Approve Milk Expression Policy (4045)- required change
Speaker:

4045
Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

Adopted on: _____3/13/17_____

Revised on: _____6/12/23_____

Reviewed on: _____

**10.10. Consider & Approve Behavioral & Mental Health Training Policy (4059)-
required changes**
Speaker:

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials.

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

Adopted on: _____ 3/13/17 _____

Revised on: _____ 8/25/22, 6/12/23 _____

Reviewed on: _____

**10.11. Consider & Approve Admission of Part-Time Students Policy (5003)-
required changes**
Speaker:

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 **start of the first semester of the year of enrollment**. For second semester high school courses, the application must be filed by the **beginning of the second semester**. 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 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 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.

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: 6/12/17

Revised on: ___6/12/23_____

Reviewed on: _____

10.12. Consider & Approve Option Enrollment Policy (5004)- required changes
Speaker:

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.

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. Standards for Acceptance or Rejection of Option Students.

- 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 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 the applicant 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 an option student when acceptance of the student:

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 the student;

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 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 shall be accepted in the following order:

i. 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.

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

6. **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.

7. **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.

8. 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 1st, the school district shall notify the parent or legal guardian of any 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.

9. 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 15th 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.
- b.** 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;
 - 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 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. 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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

10.13. Consider & Approve Student Discipline Policy (5035)- required changes
Speaker:

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 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.

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 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 brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. 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 or guardian 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:

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 commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, 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 or guardian, is to attend the conference.

4. 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.

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. Violations of the district's acceptable computer use policy;
 - 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;
 - n. Violation of the school's audio and video recording policy; and
 - o. Any other violation of any board policy, handbook provision, or 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. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 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. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. 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
 - f. 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 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 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, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 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 or guardian 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 or guardian 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. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
 7. 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 or guardian, except with the consent of all the parties.
 8. The principal or legal counsel for the school, the student, and the student's parent, guardian, 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. 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. 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).

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: _____ 5/18/17 _____

Revised on: _____ 7/13/20, 6/12/23 _____

Reviewed on: _____ 8/8/22 _____

10.14. Consider & Approve Firearms & Weapons Policy (5049)- required changes
Speaker:

5049
Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds 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 person 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. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by a nonstudent adult in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

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. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, 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 or weapon to school.

Adopted on: 5/8/17

Revised on: _____6/12/23_____

Reviewed on: _____5/8/23_____

10.15. Consider & Approve School Wellness Policy (5052)- required changes

Speaker:

5052 School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards

- ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for

consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

Adopted on: 5/8/17

Revised on: 6/12/23_____

Reviewed on: 6/13/22, 3/13/23

10.16. Consider & Approve Lice & Nits Policy (5062)- required changes

Speaker:

5062
Lice and Nits

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: _____7/9/18_____

Revised on: _____6/12/23_____

Reviewed on: _____

10.17. Consider & Approve Supplement, Not Supplant Policy (5064)- highly recommended
Speaker:

5064
Supplement, Not Supplant

The district will use Title I, Title II, Title IV, and any other funds subject to Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of such funds, be spent on Title programs. The district will ensure that Title funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title programs. Title professional development will not duplicate that which the district provides for non-Title purposes which, in the absence of Title funds, would be provided to all staff.

Adopted on: _____5/8/17_____

Revised on: _____6/12/23_____

Reviewed on: _____

10.18. Consider & Approve Instructional Program Policy (6003)- required changes
Speaker:

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: _____6/12/17_____

Revised on: _____6/12/23_____

Reviewed on: _____

10.19. Consider & Approve PK Admission Policy (6019)- possible changes
Speaker:

6019

Fees for Admission into Preschool Program

The school district has a variety of significant interests which it advances by providing a Preschool Program ("Program") for resident and nonresident children. Children who successfully complete the district's Program are more prepared for K-12 education and will make the transition to Kindergarten more easily. Additionally, nonresident children who attend the Program are more likely to option into the district, which is a significant benefit to the district. In order to incentivize participation in the Program by resident and nonresident children and their families, the board adopts the following parameters for charging fees for admission into the Program:

Resident Students. Children who attend the district's Preschool Program and who would be considered resident students under Nebraska law may attend the Program for no charge.

Nonresident Students with Option Siblings. Children who are not residents of the district may attend the Program for no charge if they have a sibling currently attending as an option student.

Nonresident Students. Children who are not residents and who do not have siblings attending the district as option students will be charged an admission fee based on the sliding scale fee schedule maintained by the district in compliance with NDE rules and state law. The fees will be handled as follows:

1. If the child successfully completes the process of optioning into the district for Kindergarten in the year immediately following the child's completion of the Program, the district will refund the fees paid by the child's family to attend the Program if the child attends the district for all of the child's Kindergarten year.
2. If the child completes the Program but does not option into the district for Kindergarten the year immediately following completion of the Program, the district will retain all admission fees paid.
3. If, during the child's attendance in the Program, the child becomes a resident of the district or has a sibling who attends the district as an option student, the child will be permitted to attend without charge. Any fees paid up to the date the child is allowed to attend without charge will be refunded if the child attends the district for all of the child's Kindergarten year as

either a resident or option student.

The Superintendent is responsible for implementing this policy. Questions or concerns about the policy must be brought to the Superintendent, and the Superintendent's decisions implementing this policy are final.

Adopted on: 6/11/18

Revised on: _____ 6/12/23 _____

Reviewed on: _____

11. Consider and Approve Financial Reports

Speaker:

11.1. General Fund Report

Speaker:

Board Report - Board

Unposted; Batch Description June 2023 invoices

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
AGTAC SERVICES, LLC	inv13963	contracted custodial services	4,640.00
Total AGTAC SERVICES, LLC			<u>4,640.00</u>
AKRS EQUIPMENT SOLUTIONS	3472608	mower toggle - clarks	39.43
Total AKRS EQUIPMENT SOLUTIONS			<u>39.43</u>
AURORA NEWS REGISTER	726/727/916/990/271	board advertising	300.75
Total AURORA NEWS REGISTER			<u>300.75</u>
BLACK HILLS ENERGY	20230530	monthly shop - 3 months	1,565.64
Total BLACK HILLS ENERGY			<u>1,565.64</u>
BLACK HILLS ENERGY	20230530	monthly East bldg	171.11
Total BLACK HILLS ENERGY			<u>171.11</u>
BLACK HILLS ENERGY	20230530	monthly bill West Bldg	311.10
Total BLACK HILLS ENERGY			<u>311.10</u>
BLACK HILLS ENERGY	20230605	monthly addition	618.34
Total BLACK HILLS ENERGY			<u>618.34</u>
CARL'S SKRAP	230821	trash pickup Clarks	175.00
CARL'S SKRAP	230822	trash pickup Polk	210.00
CARL'S SKRAP	May 2023 trash	May trash Polk	210.00
CARL'S SKRAP	May 2023 trash Clark	May trash pickup Clarks	175.00
Total CARL'S SKRAP			<u>770.00</u>
CARLSON CONSTRUCTION	861	lift rental	200.00
Total CARLSON CONSTRUCTION			<u>200.00</u>
CARLSTROM ELECTRIC, LLC	2567	blchr control/clarks wire/polk science	808.62
Total CARLSTROM ELECTRIC, LLC			<u>808.62</u>
CASH-WA DISTRIBUTING	D13795599	papertowels	105.20
Total CASH-WA DISTRIBUTING			<u>105.20</u>
CENTRAL CITY MALL	20230530	elementary supplies/para appr	69.19
CENTRAL CITY MALL	20230606	supplies	94.30
Total CENTRAL CITY MALL			<u>163.49</u>
CENTRAL NE REHAB SERVICES	April 2023 services	April 2023 OT/PT	7,291.51
Total CENTRAL NE REHAB SERVICES			<u>7,291.51</u>
CENTRAL VALLEY AG	May 2023	fuel/repairs	3,072.56
Total CENTRAL VALLEY AG			<u>3,072.56</u>
CLARKS LUMBER	20230606	custodial/teacher supplies	697.52
Total CLARKS LUMBER			<u>697.52</u>
CLASS INTERCOM	1999	social platform	975.00
Total CLASS INTERCOM			<u>975.00</u>

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
COLUMBUS DOOR & WINDOW	188480	service call clarks	107.00
Total COLUMBUS DOOR & WINDOW			<u>107.00</u>
COPYCAT PRINTING & SIGNS	374426	annual report	625.63
Total COPYCAT PRINTING & SIGNS			<u>625.63</u>
CULLIGAN OF GRAND ISLAND	20230605	water supplies Clarks	91.00
CULLIGAN OF GRAND ISLAND	20230606	monthly water Clarks	39.00
Total CULLIGAN OF GRAND ISLAND			<u>130.00</u>
CULLIGAN of YORK	20230605	water supplies Polk	257.00
Total CULLIGAN of YORK			<u>257.00</u>
DIODE COMMUNICATIONS	20230605	monthly fee	169.00
Total DIODE COMMUNICATIONS			<u>169.00</u>
EAKES OFFICE SOLUTIONS	8701109-0	supplies Klingsporn	82.47
EAKES OFFICE SOLUTIONS	8701115-0	teacher supplies	479.80
EAKES OFFICE SOLUTIONS	8701117-0	supplies Beran	29.43
EAKES OFFICE SOLUTIONS	8701129-0	supplies Hatfield	42.60
EAKES OFFICE SOLUTIONS	8701136-0	supplies teachers	196.03
EAKES OFFICE SOLUTIONS	8701139-0	supplies LHofmann	124.50
EAKES OFFICE SOLUTIONS	8701143-0	supplies MAlspaugh	513.20
EAKES OFFICE SOLUTIONS	8701145-0	supplies Gansebom	49.75
EAKES OFFICE SOLUTIONS	8701155-0	supplies teachers	458.76
EAKES OFFICE SOLUTIONS	8709373-0	colored copy papers	945.25
EAKES OFFICE SOLUTIONS	8709378-0	copy paper	2,111.40
EAKES OFFICE SOLUTIONS	8723941-1	print cartridge	111.99
EAKES OFFICE SOLUTIONS	inv454366	meter reading fee - copiers	146.47
EAKES OFFICE SOLUTIONS	INV456232	fax fee	56.64
Total EAKES OFFICE SOLUTIONS			<u>5,348.29</u>
ECOLAB	9513933	pest control clarks	96.21
ECOLAB	9514263	pest control Polk	102.50
Total ECOLAB			<u>198.71</u>
ECONOMY HOMETOWN MARKET	20230525	FCS supplies	48.73
ECONOMY HOMETOWN MARKET	20230525-0001	FCS supplies	15.94
ECONOMY HOMETOWN MARKET	20230605	FCS supplies	6.30
ECONOMY HOMETOWN MARKET	20230606	FCS supplies	70.97
Total ECONOMY HOMETOWN MARKET			<u>141.94</u>
ESU #7	Apr 2023	sped services	19,898.88
Total ESU #7			<u>19,898.88</u>
ESU 7 NETWORK SUPPORT	5/6/23	Network April 2023	10,975.29
ESU 7 NETWORK SUPPORT	Lanman/Network NE/Op	network	12,181.87
Total ESU 7 NETWORK SUPPORT			<u>23,157.16</u>
ESU7	Reg Ed LMHP Apr 2023	Reg Ed LMHP	2,079.00
Total ESU7			<u>2,079.00</u>
FLATLAND MOBILE SERVICES	592932/493012/493152	supplies	72.98

Board Report - Board

Unposted; Batch Description June 2023 invoices

Invoice Number	Description	Amount
Total FLATLAND MOBILE SERVICES		72.98
FOLLETT CONTENT SOLUTIONS, LLC	636264 books- Clarks/polk	307.93
FOLLETT CONTENT SOLUTIONS, LLC	636264F library books - clarks	188.82
Total FOLLETT CONTENT SOLUTIONS, LLC		496.75
FRIESEN CHEVROLET, INC.	731388 cup holder for white suburban	7.44
Total FRIESEN CHEVROLET, INC.		7.44
GANSEBOM, MICHAILA	Spr 2023 tuit reimb	1,890.00
Total GANSEBOM, MICHAILA		1,890.00
HANS SERVICE, LLC	10593 AC unites Polk	352.04
HANS SERVICE, LLC	10708 toilet repairs Polk	2,135.67
Total HANS SERVICE, LLC		2,487.71
HASTINGS MUSEUM	001001141 field trip elementary	264.00
Total HASTINGS MUSEUM		264.00
HEARTLAND COMMUNICATIONS LLC.	75343 telephone repair Clarks	500.00
Total HEARTLAND COMMUNICATIONS LLC.		500.00
HIRERIGHT, LLC	P1169078 bus driver drug tests	350.85
Total HIRERIGHT, LLC		350.85
HOMETOWN LEASING	20230606 monthly fee	61.37
HOMETOWN LEASING	29105 lease pay april and may	37.58
HOMETOWN LEASING	29255 copier lease	2,396.98
HOMETOWN LEASING	May 2023 printer lease	47.58
Total HOMETOWN LEASING		2,543.51
HOT LUNCH FUND	May 2023 board meeti	board meeting food
Total HOT LUNCH FUND		31.00
HYDROSCAPE, LLC	4737 sprinkler startup Clarks	75.00
Total HYDROSCAPE, LLC		75.00
ISLAND SUPPLY WELDING CO	292674 supplies THofmann	168.55
ISLAND SUPPLY WELDING CO	293418 supplies THofmann	24.80
Total ISLAND SUPPLY WELDING CO		193.35
J W PEPPER & SON INC	365368299 music supplies	62.99
Total J W PEPPER & SON INC		62.99
JOSTENS INC	31316791 sped diploma	17.25
JOSTENS INC	31439676 diploma	162.72
Total JOSTENS INC		179.97
KLEIN'S BLUE RIVER POWER & RENTAL	25342 push lawn mower Polk	575.00
Total KLEIN'S BLUE RIVER POWER & RENTAL		575.00
KSB SCHOOL LAW	14137 legal fees	2,777.50
Total KSB SCHOOL LAW		2,777.50

KWIK STOP	May 2023	fuel	765.37
Total KWIK STOP			<u>765.37</u>
LICHTI'S INC	13805 water pump	water pump	42.95
Total LICHTI'S INC			<u>42.95</u>
MENARDS	62244	supplies THofmann	20.97
Total MENARDS			<u>20.97</u>
MID AMERICAN RESEARCH	0790184-IN	custodial Polk	132.00
Total MID AMERICAN RESEARCH			<u>132.00</u>
MILLER TROPHY	554490	Valedictorian/Salutatorian medals	28.00
Total MILLER TROPHY			<u>28.00</u>
NE COUNCIL/SCHOOL ADMIN	KBeran	conference KBeran	50.00
Total NE COUNCIL/SCHOOL ADMIN			<u>50.00</u>
NEBRASKA CENTER for the EDUCATION of CHILDREN who are BLIND or VISUALLY IMP	T-800	2 mos of tuition	9,200.00
Total NEBRASKA CENTER for the EDUCATION of CHILDREN who are BLIND or VISUALLY IMP			<u>9,200.00</u>
NEBRASKA STATE FIRE MARSHAL AGENCY	128104	boiler inspections	144.00
Total NEBRASKA STATE FIRE MARSHAL AGENCY			<u>144.00</u>
NORTH PRINTING & OFFICE SUPPLY, LLC	523-24Jul22	decals for vehicles	110.50
NORTH PRINTING & OFFICE SUPPLY, LLC	74726	timecards	82.90
Total NORTH PRINTING & OFFICE SUPPLY, LLC			<u>193.40</u>
NORTHEAST NEBRASKA TELEPHONE COMPANY	20230605	monthly telephone clarks	207.96
NORTHEAST NEBRASKA TELEPHONE COMPANY	20230606	monthly phone Clarks	234.80
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			<u>442.76</u>
OSCEOLA PUBLIC SCHOOLS	May/June 2023	payroll spanish teacher May/June 2023	6,833.34
Total OSCEOLA PUBLIC SCHOOLS			<u>6,833.34</u>
PETTY CASH FUND	May 2023	misc expenses	217.26
Total PETTY CASH FUND			<u>217.26</u>
POLK CO HEALTH DEPT	April 2023	nursing fee April 2023	3,960.59
Total POLK CO HEALTH DEPT			<u>3,960.59</u>
POLK COUNTY NEWS	2198	board notices	99.82
POLK COUNTY NEWS	2311	board notices	119.53
Total POLK COUNTY NEWS			<u>219.35</u>
POLK COUNTY RPPD	20230530	monthly highway 92 light	22.62
POLK COUNTY RPPD	20230530-0001	monthly Clarks	553.21
POLK COUNTY RPPD	20230530-0002	monthly Clarks	1,857.06
POLK COUNTY RPPD	20230530-0003	monthly Clarks - ballfield	56.80
Total POLK COUNTY RPPD			<u>2,489.69</u>

Board Report - Board

Unposted; Batch Description June 2023 invoices

Vendor Name	Invoice Number	Description	Amount
POLK LIGHT & WATER DEPT	20230606	monthly Polk	6,627.65
Total POLK LIGHT & WATER DEPT			<u>6,627.65</u>
PRINCIPAL LIFE INSURANCE COMPANY	June 2023	LTD insurance	386.48
Total PRINCIPAL LIFE INSURANCE COMPANY			<u>386.48</u>
RALLY AUTO PARTS	360176	Expr 2 wiper fix	5.63
Total RALLY AUTO PARTS			<u>5.63</u>
RASMUSSEN MECHANICAL SERVICES INC.	SRV102505	replace hot water heater Clarks	1,449.28
Total RASMUSSEN MECHANICAL SERVICES INC.			<u>1,449.28</u>
REDMAN TURF SERVICE	3453	lawn care Polk	684.50
Total REDMAN TURF SERVICE			<u>684.50</u>
RHD PUBLISHING LLC	12062	board mtg adv	6.63
Total RHD PUBLISHING LLC			<u>6.63</u>
RIEKEN, TABITHA	field trip DQ	treats K-1 field trip	76.98
Total RIEKEN, TABITHA			<u>76.98</u>
RUTT'S HEATING & A/C INC.	5276	service AC-gym Polk	542.50
Total RUTT'S HEATING & A/C INC.			<u>542.50</u>
RUTTS MECHANICAL SERVICES	5245	service agreement	1,702.50
Total RUTTS MECHANICAL SERVICES			<u>1,702.50</u>
SAPP BROTHERS PETROLEUM	IN4165145	propane Clarks	691.50
Total SAPP BROTHERS PETROLEUM			<u>691.50</u>
STROMSBURG WATER & CONDIT	20230606	custodial Polk	75.00
Total STROMSBURG WATER & CONDIT			<u>75.00</u>
TCI	INV101829	ESSRS	2,910.00
Total TCI			<u>2,910.00</u>
TECHNICAL ASSISTANCE FOR EXCELLENCE IN SPECIAL EDUCATION	drse-ne-3	confc-JMattox	50.00
Total TECHNICAL ASSISTANCE FOR EXCELLENCE IN SPECIAL EDUCATION			<u>50.00</u>
TIME MANAGEMENT SYSTMS	288213	Red Rover fee	1,679.40
TIME MANAGEMENT SYSTMS	288443	timeclock usage	74.10
Total TIME MANAGEMENT SYSTMS			<u>1,753.50</u>
U.S. BANK	4484734550014063J	misc-Beran	249.32
Total U.S. BANK			<u>249.32</u>
VILLAGE OF CLARKS	20230530	monthly Clarks water/sewer	334.96
Total VILLAGE OF CLARKS			<u>334.96</u>
VYE BROADBAND	20230531	monthly fee	605.00
Total VYE BROADBAND			<u>605.00</u>

Board Report - Board

Unposted; Batch Description June 2023 invoices

Invoice Number

Description

20230530

114.49

114.49

20230530

monthly phone bill East bldg

260.61

260.61

20230530

monthly phone bill West bldg

144.05

144.05

646294

supplies Gansebom

12.00

646356

repair band instrument

58.00

646481

install adjust drums heads

1,158.00

646482

band supplies Gansebom

77.40

647441

band supplies Gansebom

29.00

1,334.40

20230605

advertising

224.00

224.00

131,319.59

131,319.59

Cornerstone

161,128.93

AFLAC

162.43

Ameritas

496.40

BCBS

56,796.34

Cross County

1031.86

Employee Benefit

163.06

125 Plan

995.83

Hofmann HSA

313.28

Misc

1311.00

EFTPS

48,687.01

NE Dept of Rev

6,984.38

NPERS

42,543.25

451,933.36

May Receipts 2023

Financial Statement	First State SN	First State MM	Cornerstone MM	Cornerstone Pay
Bank Balance/April	\$299,396.41	\$2,264,671.42	\$69,878.90	\$15,673.91
Deposits for month	\$530,000.00	\$1,034,555.66	\$0.00	\$165,972.55
Interest for month	\$177.94	\$3,203.16	\$66.34	\$0.00
Total available	\$829,574.35	\$3,302,430.24	\$69,945.24	\$181,646.46
Disbursements	\$525,785.78	\$530,000.00	\$0.00	\$165,972.55
Bank Balance	\$303,788.57	\$2,772,430.24	\$69,945.24	\$15,673.91
Outstanding Checks	\$7,093.45			
Bank Balance	\$296,695.12	\$2,772,430.24	\$69,945.24	\$15,673.91
Certificates of Deposit		81,123.75		
Total Money available	\$3,319,644.91			
June Disbursements				
=====				
Receipts:	Budget	May	Last mo Y-T-D	Year to Date
1100 Taxes	\$4,390,700.00	\$881,275.95	\$2,432,796.33	\$3,314,072.28
1115 Carline tax	\$5,000.00	\$579.29	\$1,145.40	\$1,724.69
1120 Public Power District Sales	\$10,000.00	\$0.00	\$5,723.01	\$5,723.01
1125 Motor Vehicle Taxes	\$150,000.00	\$10,693.85	\$150,567.22	\$161,261.07
1370 Pre-School Tuition	\$0.00	\$0.00	\$0.00	\$0.00
1510 Interest	\$7,500.00	\$3,925.80	\$20,282.53	\$24,208.33
1911 Local License Fees	\$1,000.00	\$0.00	\$920.00	\$920.00
1990 Other Local Receipts	\$5,000.00	\$187.00	\$35,584.21	\$35,771.21
2110 County Fines	\$15,000.00	\$2,368.90	\$13,118.40	\$15,487.30
2130 Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00
2210 ESU receipts	\$1,000.00	\$0.00	\$0.00	\$0.00
3110 State Aid	\$32,988.00	\$3,918.57	\$26,392.00	\$30,310.57
3120 Sp. Ed. Program	\$200,012.00	\$40,483.00	\$176,404.00	\$216,887.00
3125 Sp. Ed. Transportation	\$5,000.00	\$6,591.00	\$0.00	\$6,591.00
3130 Homestead Exemption	\$0.00	\$5,214.19	\$10,428.38	\$15,642.57
3131 Property Tax Credit	\$0.00	\$2,813.27	\$487,220.17	\$490,033.44
3180 Pro-Rata Vehicle	\$8,000.00	\$2,813.83	\$5,115.23	\$7,929.06
3400 State Apportionment	\$25,000.00	\$0.00	\$38,305.39	\$38,305.39
3512 Dist Ed Incentive	\$5,000.00	\$0.00	\$1,722.96	\$1,722.96
3535 High Ability Learners	\$3,000.00	\$0.00	\$3,028.00	\$3,028.00
4212 Title II	\$0.00	\$0.00	\$1,088.32	\$1,088.32
4310 REAP	\$30,000.00	\$0.00	\$0.00	\$0.00
4418 PEAK	\$0.00	\$0.00	\$0.00	\$0.00
4421 IDEA	\$0.00	\$0.00	\$0.00	\$0.00
4422 IDEA ARP	\$0.00	\$0.00	\$0.00	\$0.00
4505 Title	\$25,000.00	\$0.00	\$30,513.00	\$30,513.00
4516 IDEA Preschool/Enrollment Pov	\$0.00	\$0.00	\$0.00	\$0.00
4518 IDEA	\$67,500.00	\$0.00	\$0.00	\$0.00
4521 IDEA Part B Prop Share	\$2,500.00	\$0.00	\$0.00	\$0.00
4524 Grants	\$150,000.00	\$0.00	\$0.00	\$0.00
4530 Grants	\$0.00	\$0.00	\$91,296.26	\$91,296.26
4708 Medicaid	\$20,000.00	\$1,674.00	\$15,469.63	\$17,143.63
4709 NASB Medicaid	\$0.00	\$0.00	\$0.00	\$0.00
4998 ESSRS III	\$0.00	\$53,168.00	\$187,207.00	\$240,375.00
5300 Sale of Property	\$0.00	\$0.00	\$600.00	\$600.00
6990 PBIS	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,159,200.00	\$1,015,706.65	\$3,734,927.44	\$4,750,634.09
3100 Hot Lunch/Non Program	\$90,963.46	\$20,204.76	\$72,309.81	\$92,514.57
				\$4,843,148.66

CD Bank of Clarks

\$83,776.65



11.2. Nutrition Services Report

Speaker:

Fund: 06 Lunch 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>
06 1611	DAILY SALES-SCHOOL LUNCH PROGRAM	60,000.00	4,772.84	59,199.85	98.67	800.15
06 1613	DAILY SALES-SPECIAL MILK PROG	200.00	0.00	54.81	27.41	145.19
06 1620	DAILY SALES-NONREIMBURS PROG	12,000.00	474.34	7,272.13	60.60	4,727.87
06 1630	Revenue Special Functions	1,000.00	85.35	607.46	60.75	392.54
06 1920	CONTRIBUTIONS & DONATIONS	800.00	0.00	900.00	112.50	(100.00)
06 1990	MISCELLANEOUS LOCAL REVENUE	2,000.00	0.00	0.00	0.00	2,000.00
	Subtotal: LOCAL RECIEPTS	76,000.00	5,332.53	68,034.25	89.52	7,965.75
06 3200	GRANTS	0.00	0.00	6,906.37	0.00	(6,906.37)
	Subtotal: STATE RECEIPTS	0.00	0.00	6,906.37	0.00	(6,906.37)
06 4210	FEDERAL NUTRITION PROGRAM	80,000.00	7,416.88	72,739.64	90.92	7,260.36
	Subtotal: FEDERAL RECEIPTS	80,000.00	7,416.88	72,739.64	90.92	7,260.36
06 5200	TRANSFER FROM GENERAL FUND	50,000.00	0.00	0.00	0.00	50,000.00
	Subtotal: NON-REVENUE RECEIPTS	50,000.00	0.00	0.00	0.00	50,000.00
	Fund Total:	206,000.00	12,749.41	147,680.26	71.69	58,319.74

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	206,000.00	12,749.41	147,680.26	71.69	58,319.74

Hot Lunch Fund

\$ 33,742.95

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
CASH-WA DISTRIBUTING	13770264	Polk Food	630.45
CASH-WA DISTRIBUTING	13775684	Polk Food	356.30
CASH-WA DISTRIBUTING	13783607	Polk Food	614.64
CASH-WA DISTRIBUTING	13787021	Polk Food	549.62
CASH-WA DISTRIBUTING	13792313	Polk Food	510.26
CASH-WA DISTRIBUTING	C13795426	Polk Food	96.58
Total CASH-WA DISTRIBUTING			2,757.85
CASH-WA DISTRIBUTING	13770265	Non Food Polk	273.22
CASH-WA DISTRIBUTING	13787022	Non Food Polk	29.35
Total CASH-WA DISTRIBUTING			302.57
CASH-WA DISTRIBUTING	13770812	Clark Non Food	89.35
CASH-WA DISTRIBUTING	13787232	Clark Non Food	53.15
CASH-WA DISTRIBUTING	D13792309	Clark Non Food	42.55
Total CASH-WA DISTRIBUTING			185.05
CASH-WA DISTRUBUTING (CLARK)	13738041	Clarks Food	369.39
CASH-WA DISTRUBUTING (CLARK)	13770811	Clarks Food	344.44
CASH-WA DISTRUBUTING (CLARK)	13778761	Clarks Food	315.00
CASH-WA DISTRUBUTING (CLARK)	13787231	Clarks Food	256.12
CASH-WA DISTRUBUTING (CLARK)	D13792308	Clarks Food	132.41
Total CASH-WA DISTRUBUTING (CLARK)			1,417.36
CLARKS LOCKER	20230515	Beef Booster Hamburger	96.33
Total CLARKS LOCKER			96.33
HILAND DAIRY FOODS	20230505	Milk Both sites	1,847.91
Total HILAND DAIRY FOODS			1,847.91
HPC GENERAL FUND	20230505	Kitchen Wages	10,576.39
HPC GENERAL FUND	20230515	April Kitchen Wages	9,628.37
Total HPC GENERAL FUND			20,204.76
Jim's Food Central City Mall	20230505	polk food	48.24
Total Jim's Food Central City Mall			48.24
MIDWEST RESTAURANT SUPPLY	0165647-IN	Polk Dishwasher Repair	1,117.50
Total MIDWEST RESTAURANT SUPPLY			1,117.50
SAM'S CLUB/SYNCHRONY BANK	6046002031494502-	Food for Both Sites	158.36
Total SAM'S CLUB/SYNCHRONY BANK			158.36
US FOODS-GRAND ISLAND	3780525	Both Sites	1,588.54
Total US FOODS-GRAND ISLAND			1,588.54
Fund Number 06			29,724.47
Checking Account ID 06			29,724.47

Outstanding Checks Listing

Checking Account ID: 06

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
2603	05/15/2023			CLARKSLOCK	CLARKS LOCKER	96.33
Check Type Total: Check				Count: 1	Void Total: 0.00	Total without Voids: 96.33
Checking Account Total: 06				Count: 1	Void Total: 0.00	Total without Voids: 96.33
Grand Total:				Count: 1	Void Total: 0.00	Total without Voids: 96.33

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	Lunch Fund								
1190	EARLY CHILDHOOD ED PROGRAMS								
06 1190 610 002	SUPPLIES	0.00	0.00	163.09	0.00	(163.09)	0.00	0.00	(163.09)
610	SUPPLIES	0.00	0.00	163.09	0.00	(163.09)	0.00	0.00	(163.09)
1190	EARLY CHILDHOOD ED PROGRAMS								
3100	FOOD SERVICE								
06 3100 110 000	REGULAR SALARIES	90,000.00	15,261.13	74,377.24	82.64	15,622.76	0.00	0.00	15,622.76
110	REGULAR SALARIES	90,000.00	15,261.13	74,377.24	82.64	15,622.76	0.00	0.00	15,622.76
06 3100 120 000	Temporary Non-instructional	2,200.00	2,086.58	4,362.24	198.28	(2,162.24)	0.00	0.00	(2,162.24)
120	Temporary Non-instructional	2,200.00	2,086.58	4,362.24	198.28	(2,162.24)	0.00	0.00	(2,162.24)
06 3100 130 000	Overtime non-instructional	250.00	19.13	344.27	137.71	(94.27)	0.00	0.00	(94.27)
130	STIPENDS	250.00	19.13	344.27	137.71	(94.27)	0.00	0.00	(94.27)
06 3100 210 000	HEALTH INSURANCE NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	HEALTH INSURANCE NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 000	SOCIAL SECURITY NON INSTRUCTIONAL	6,900.00	1,328.57	6,049.99	87.68	850.01	0.00	0.00	850.01
220	SOCIAL SECURITY NON INSTRUCTIONAL	6,900.00	1,328.57	6,049.99	87.68	850.01	0.00	0.00	850.01
06 3100 230 000	RETIREMENT NON INSTRUCTIONAL	8,900.00	1,509.35	7,380.83	82.93	1,519.17	0.00	0.00	1,519.17
230	RETIREMENT NON INSTRUCTIONAL	8,900.00	1,509.35	7,380.83	82.93	1,519.17	0.00	0.00	1,519.17
06 3100 430 000	REPAIRS AND MAINTENANCE	15,000.00	1,117.50	1,117.50	7.45	13,882.50	0.00	0.00	13,882.50
430	REPAIRS AND MAINTENANCE	15,000.00	1,117.50	1,117.50	7.45	13,882.50	0.00	0.00	13,882.50
06 3100 610 001	SUPPLIES	2,500.00	392.57	3,044.38	121.78	(544.38)	0.00	0.00	(544.38)
06 3100 610 002	SUPPLIES	2,500.00	331.66	2,882.88	115.32	(382.88)	0.00	0.00	(382.88)
610	SUPPLIES	5,000.00	634.23	5,927.26	118.55	(927.26)	0.00	0.00	(927.26)
06 3100 630 001	FOOD	40,000.00	4,360.14	41,755.88	104.39	(1,755.88)	0.00	0.00	(1,755.88)
06 3100 630 002	FOOD	40,000.00	3,407.84	29,822.83	74.56	10,177.17	0.00	0.00	10,177.17
630	FOOD	80,000.00	7,767.98	71,578.71	89.47	8,421.29	0.00	0.00	8,421.29
06 3100 695 000	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
695	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 731 001	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
731	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 000	OTHER MISC EXPENSES	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
890	OTHER MISC EXPENSES	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
3100	FOOD SERVICE	212,250.00	29,724.47	171,138.04	80.63	41,111.96	0.00	0.00	41,111.96
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 8000 912 000	TRANSFERS TO THE SCHOOL LUNCH FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
912	TRANSFERS TO THE SCHOOL LUNCH FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	Lunch Fund	212,250.00	29,724.47	171,301.13	80.71	40,948.87	0.00	0.00	40,948.87

Expenditure Report by Function/Object - Detail

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
212,250.00	29,724.47	171,301.13	80.71	40,948.87	0.00	0.00	40,948.87
Grand Total:							

11.3. Activity Report

Speaker:

Fund: 55 Activities Fund K-6

<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>
55 1630	Revenue Special Function	0.00	0.00	51.25	0.00	(51.25)
55 1750	Revenue Concessions	0.00	0.00	57.70	0.00	(57.70)
55 1790	Activity Income	0.00	634.56	3,172.80	0.00	(3,172.80)
	Subtotal: LOCAL RECIEPTS	0.00	634.56	3,281.75	0.00	(3,281.75)
55 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	634.56	3,281.75	0.00	(3,281.75)

Revenue Summary Report
Processing Month: 05/2023

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	634.56	3,281.75	0.00	(3,281.75)

Elem.
Activities

\$ 10,866.59

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 55	Fund Number 55	Activities Fund K-6	
Amazon	20230605	Read a thon prizes	9.99
Total Amazon			<u>9.99</u>
CASEY'S	20230605	PBIS Pizza party	116.00
CASEY'S	20230605-0001	PBIS Pizza party	113.95
Total CASEY'S			<u>229.95</u>
Fund Number 55			<u>239.94</u>
Checking Account ID 55			<u>239.94</u>

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
55	Activities Fund K-6								
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	229.95	362.55	0.00	(362.55)	0.00	0.00	(362.55)
55 1100 610 002	SUPPLIES	0.00	229.95	362.55	0.00	(362.55)	0.00	0.00	(362.55)
610	SUPPLIES	0.00	229.95	362.55	0.00	(362.55)	0.00	0.00	(362.55)
1100	REGULAR INSTRUCTIONAL PROGRAMS								
2410	OFFICE OF PRINCIPAL	0.00	9.99	163.16	0.00	(163.16)	0.00	0.00	(163.16)
55 2410 610 002	SUPPLIES	0.00	9.99	163.16	0.00	(163.16)	0.00	0.00	(163.16)
610	SUPPLIES	0.00	9.99	163.16	0.00	(163.16)	0.00	0.00	(163.16)
2410	OFFICE OF PRINCIPAL								
3535	HIGH ABILITY LEARNERS	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
55 3535 610 002	SUPPLIES	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
610	SUPPLIES	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
3535	HIGH ABILITY LEARNERS	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
55	Activities Fund K-6	0.00	239.94	597.29	0.00	(597.29)	0.00	0.00	(597.29)

Expenditure Report by Function/Object - Detail

High Plains Community School
 06/05/2023 11:16 AM
 Account Number
 Grand Total:

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
0.00	239.94	597.29	0.00	(597.29)	0.00	0.00	(597.29)

Fund: 05 Activity Fund 7-12

<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>
05 1510	INTEREST ON INVESTMENTS	6,000.00	28.67	243.99	4.07	5,756.01
05 1710	ACTIVITIES Admissions Receipts	45,000.00	0.00	38,486.54	85.53	6,513.46
05 1730	Student Org Dues	25,000.00	0.00	4,515.00	18.06	20,485.00
05 1740	STUDENT TECH FEES	5,000.00	389.50	2,956.50	59.13	2,043.50
05 1750	Revenue Concessions	40,000.00	7,212.86	67,128.95	167.82	(27,128.95)
05 1790	Activity Income from other Schools	600.00	450.00	9,194.00	1,532.33	(8,594.00)
05 1920	CONTRIBUTIONS & DONATIONS	8,000.00	0.00	19,494.00	243.68	(11,494.00)
05 1990	MISCELLANEOUS LOCAL REVENUE	8,000.00	1,076.00	12,919.08	161.49	(4,919.08)
Subtotal: LOCAL RECIEPTS		137,600.00	9,157.03	154,938.06	112.60	(17,338.06)
Fund Total:		137,600.00	9,157.03	154,938.06	112.60	(17,338.06)

Revenue Summary Report
Processing Month: 05/2023

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	137,600.00	9,157.03	154,938.06	112.60	(17,338.06)

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
ASPI Solutions Inc	16538,14281	JR HS/HS VB	462.00
Total ASPI Solutions Inc			<u>462.00</u>
Capital One	1648212905	Jr Class	87.86
Total Capital One			<u>87.86</u>
CASH	9-12 state track	9-12 state track cash	600.00
Total CASH			<u>600.00</u>
CLARKS LUMBER	79566	FFA	1,195.69
Total CLARKS LUMBER			<u>1,195.69</u>
COMPUTER HARDWARE INC	18299-G,18300-G	M.Zerr,L.Bagwell	992.00
Total COMPUTER HARDWARE INC			<u>992.00</u>
CROSS COUNTY SCHOOL	9-12 Golf	9-12 Golf	55.00
CROSS COUNTY SCHOOL	CRC Golf Tourney	CRC Golf Tourney	200.00
Total CROSS COUNTY SCHOOL			<u>255.00</u>
ECONOMY HOMETOWN MARKET	Class 2024	Class 2024	65.37
Total ECONOMY HOMETOWN MARKET			<u>65.37</u>
Franklin Public Schools	Speech Meet	Speech	202.88
Total Franklin Public Schools			<u>202.88</u>
Heartland Lutheran High School	Golf	Golf	60.00
Total Heartland Lutheran High School			<u>60.00</u>
HOFMANN, TOM	FFA-Supplies	FFA-Supplies	701.92
Total HOFMANN, TOM			<u>701.92</u>
HPC GENERAL FUND	Woods	Woods	100.00
Total HPC GENERAL FUND			<u>100.00</u>
Jason, Garrett	senior class videos	senior class videos	390.00
Total Jason, Garrett			<u>390.00</u>
KULLY PIPE & STEEL SUPPLY	789229	Metals Class	306.69
Total KULLY PIPE & STEEL SUPPLY			<u>306.69</u>
Leadership Center, The	2023-G449	FFA	256.00
Total Leadership Center, The			<u>256.00</u>
MATTOX, JENNA	JR/HS VB Tickets	JR/HS Volleyball Tickets	231.00
Total MATTOX, JENNA			<u>231.00</u>
MENARDS	59539	FFA	161.55
MENARDS	ffa031023	ffa031023	372.90
Total MENARDS			<u>534.45</u>
MILLER TROPHY	Ath misc,9-12 track	Ath misc,9-12 track medal	238.00
Total MILLER TROPHY			<u>238.00</u>

Vendor Name	Invoice Number	Description	Amount
NAEA	Teacher Membership	FFA Teacher Membership	100.00
Total NAEA			<u>100.00</u>
NASSP	NHS Membership	NHS Membership	385.00
Total NASSP			<u>385.00</u>
NE FFA Association c/o Grafton & Associates	COLT2593	FFA Officer Camp	960.00
Total NE FFA Association c/o Grafton & Associates			<u>960.00</u>
OSCEOLA PUBLIC SCHOOLS	9-12 Track	9-12 Track	100.00
Total OSCEOLA PUBLIC SCHOOLS			<u>100.00</u>
POLK LIGHT & WATER DEPT	City Hall Rental Che	City Hall Rental Cheer	50.00
Total POLK LIGHT & WATER DEPT			<u>50.00</u>
Quast, Nicole	Cheer	Cheer Gift cards for judges	40.00
Total Quast, Nicole			<u>40.00</u>
Regal Awards Group	71912	9-12 Wrestling	254.40
Total Regal Awards Group			<u>254.40</u>
Ridder, Jarrod	Girls BB League	Girls BB League	300.00
Total Ridder, Jarrod			<u>300.00</u>
SAM'S CLUB/SYNCHRONY BANK	Class 2024	Class 2024 Prom supplies	813.84
Total SAM'S CLUB/SYNCHRONY BANK			<u>813.84</u>
Stage Partners	REFD1441	One Act Script	480.00
Total Stage Partners			<u>480.00</u>
U.S. BANK	CC-FFA,Wellness,Sp	CC-FFA,Wellness,Sp	3,256.56
Total U.S. BANK			<u>3,256.56</u>
UNIVERSITY OF NE-KEARNEY	9-12 Football Camp	9-12 Football Camp	1,000.00
Total UNIVERSITY OF NE-KEARNEY			<u>1,000.00</u>
YORK PUBLIC SCHOOLS	Golf	Golf	150.00
Total YORK PUBLIC SCHOOLS			<u>150.00</u>
Fund Number 05			<u>14,568.66</u>
Checking Account ID 05			<u>14,568.66</u>

12. **Schedule Next BOE Meeting (Date, Time, Location)**

FYI: WE WILL HAVE A HEARING AT THIS MEETING FOR STUDENT FEES & PARENT INVOLVEMENT.

Speaker:

13. **Motion to Adjourn**

Speaker:

14. ***CLOSED SESSION: If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Act**

Speaker:

15. ***SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**

Speaker: